FOUNDATION COLLEGE

FOUNDATION for Beginners: Mastering the Base 6 Modules

FOUNDATION software

DELIVERY METHOD: Group Live
PROGRAM LEVEL: Beginner
CPE CREDIT: up to 18
PRESENTER: Melissa Wood

FOUNDATION for Beginners: Mastering the Base 6 Modules

Top 10 Tips for Success with FOUNDATION

1. Learning what **not** to use/set up in FOUNDATION is as equally and sometimes more important than what to use.
2. Understand and document your system defaults and sequences.
3. Avoid making a mess in FOUNDATION. Don't junk up your database. FOUNDATION is like pouring concrete; if not done correctly at the beginning, jack hammering it out takes 3 times as long.
4. If you are not sure of something in your setup, test it. If you are not sure how to test it, ask.
5. Keep in mind that there are 5 elements to systems (Software, Hardware, People, Procedures, and Data). If any of these 5 elements are off, you can have issues.
6. There are some elements that are critical to set up correctly and test **before** going live such as G/L, financials, payroll, sales and use tax, workers' comp, T&M billing, and inventory. It is very important for these items to be set up and tested initially, which is why your trainer will sometimes try and focus on these items first. We **must** start with the G/L accounts.
7. There are many elements of FOUNDATION that can be set up after you go live, such as additional modules, burden and equipment allocations, WIP, custom reports, etc. These are the bells and whistles of the program. Don't fret about the high-level items until you are ready, especially if you are not doing these things now. It will save you time, make things easier, and keep your implementation moving along.
8. Don't purge anything without our help. **Purge = Gone Forever** whereas **Delete = Hidden**. You can undelete. You **cannot** undo purges. The only exception is timecards.
9. FOUNDATION gives you a lot of options. Before changing control files, check with the Training Department or the Support Department first. Changing settings in your control file may impact your system in a way that you don't intend.
10. Just because you can do something in FOUNDATION doesn't mean you should. Every decision you make has an impact on how easy or hard you will make using the system. It is much better to make it easy. The features I am referring to are things like income types, phases, divisions, and other complexities that are wonderful features if you need them, but total overkill if you do not.

General Ledger

Recommended Setup for G/L Accounts

- **Balance Sheet Accounts**
  - Assets – Start with a 1
  - Liabilities Start with a 2
  - Equities – Start with a 3
- **Income Statement Accounts**
  - Revenue – Start with a 4
  - Direct Job Expenses – Start with a 5
  - Indirect Job Expenses – Start with a 6
  - G&A Expenses – Start with a 7
  - Misc. Income/Expenses – Start with a 8
  - Ask Your Accountant – Start with a 9 (I love this idea and it works well)

Note: The benefit to using the above format is that you will know what statement the account goes on (Balance Sheet or Income Statement) by looking at the account number. You will also know if the account needs a job number, cost code, and/or cost class, as well as if (especially if you break out your indirect accounts with a 6) if it is going to burdened or allocated to jobs as a %.

Different Accounting Methods

1. **Percent Complete Method: Ninety-eight percent of commercial contractors use this method.**

   Job costs and billing hit the Income Statement as costs for billings are incurred. Over/under billing adjustments are posted periodically to adjust profits based on *Job to Date % Complete* and *Earned Revenue.*

2. **Completed Contract Method: Mainly used with residential contractors**

   Job costs and billings hit the Balance Sheet (assets and liabilities) until the job is complete. This method is very rarely used method for commercial contractors, so we will not cover this process in today's class. If you think this applies to your company, talk to a trainer or consultant one-on-one to determine the best way to set this up.

3. **Income Statement with Cash Basis**: **Some companies run Income Statements on a cash basis.**

   This is usually a QuickBooks feature. To do this in FOUNDATION, you need to add the A/P and A/R accounts to the Income Statement using the G/L DataGenie custom report writer.

   Note: FOUNDATION has nice Cash Flow Reports by Job in the Executive Dashboard. Look at these reports before jumping into a Custom Financial Statement. It is likely to be better than this option because it breaks cash flow down by job.

Sample Chart of Accounts – Method A

* Account Number	*Description	Debit or Credit	Apply Subdivision	Force Job Costing	Statement Category
1000	Checking	D	N	5	BANK
1010	Savings	D	N	5	BANK
1020	Petty Cash	D	N	5	CURASSET
1030	Advances	D	N	5	CURASSET
1050	Under Billings	D	N	5	CURASSET
1090	Undeposited Funds	D	N	5	BANK
1100	Accounts Receivable	D	N	5	AR
1105	Accounts Rec - Retainage	D	N	5	AR
1200	Inventory	D	N	5	INV
1300	Building	D	N	5	BLDLEASE
1305	Building - Depreciation	C	N	5	DEPAMORT
1310	Tools and Machinery	D	N	5	FX
1315	Tools and Machinery - Dep	C	N	5	DEPAMORT
1400	Automobiles	D	N	5	OTHASSET
1405	Automobiles - Depreciation	C	N	5	DEPAMORT
2000	Accounts Payable	C	N	5	AP
2010	Accounts Payable - Retainage	C	N	5	AP
2015	Credit Card Payable	C	N	5	CURLIAB
2020	Accrued Union Benefits	C	N	5	ACCPR
2021	Accrued 401K	C	N	5	ACCPR
2022	Garnishments	C	N	5	ACCPR
2023	Accrued Health Insurance	C	N	5	ACCPR
2040	Union Dues Withholding	C	N	5	ACCPR
2050	Federal Withholding	C	N	5	ACCPR
2060	State Withholding	C	N	5	ACCPR
2070	FICA Withholding	C	N	5	ACCPR
2080	FUTA Withholding	C	N	5	ACCPR
2090	SUTA Withholding	C	N	5	ACCPR
2100	Accrued Worker's Comp	C	N	5	ACCPR
2110	Notes Payable	C	N	5	LINECRED
2120	Over Billings	C	N	5	CURLIAB
2135	Accrued Sales Tax	C	N	5	CURLIAB
3000	Common Stock	C	N	5	TREASSTK
3010	Treasury Stock	C	N	5	TREASSTK
3020	Retained Earnings	C	N	5	RETERN
3030	Capital	C	N	5	SHAREDIST
4000	Commercial Income	C	Y	3	INCOME
4010	Other Income	C	Y	3	INCOME
4020	Over/Under Billings Adj	C	Y	3	INCOME
5000	Labor - Direct	D	Y	1	DIRJOBEXP
5005	Payroll Taxes - Direct	D	Y	1	DIRJOBEXP
5010	Worker's Comp - Direct	D	Y	1	DIRJOBEXP
5015	Union Benefits - Direct	D	Y	1	DIRJOBEXP
5020	401K Expense - Direct	D	Y	1	DIRJOBEXP
5200	Materials	D	Y	1	DIRJOBEXP
5300	Subcontracts	D	Y	1	DIRJOBEXP
5400	Owned Equipment	D	Y	1	DIRJOBEXP
5410	Rented Equipment	D	Y	1	DIRJOBEXP
5500	Other Direct Job Costs	D	Y	1	DIRJOBEXP
6010	Shop Wages	D	Y	1	INDIREXP
6030	Payroll Taxes - Shop	D	Y	1	INDIREXP
6040	Workers Comp - Shop	D	Y	1	INDIREXP
6050	Shop Supplies	D	Y	5	INDIREXP
6060	General Liability Insurance	D	Y	5	INDIREXP
6080	Shop Supplies	D	Y	1	INDIREXP
6100	Equipment Repairs	D	Y	1	INDIREXP
6999	Extra Burden - Applied	D	Y	5	INDIREXP
7010	Office Wages	D	Y	1	GAEXP
7020	Payroll Taxes - Office	D	Y	1	GAEXP
7030	Workers Comp - Office	D	Y	1	GAEXP
7035	401K Expense	D	Y	1	GAEXP
7040	Advertising	D	Y	5	GAEXP
7050	Postage	D	Y	5	GAEXP
7060	Printing	D	Y	5	GAEXP
7080	Entertainment	D	Y	5	GAEXP
7090	Utilities	D	Y	5	GAEXP
8000	Misc Income	C	Y	5	INCEXP
8010	Discounts Earned/Taken	C	Y	5	INCEXP
8020	Gain or Sale on Equipment	C	Y	5	INCEXP
9999	Ask My Accountant	C	Y	5	INCEXP

Assets

Liabilities

Equities

Revenue

Direct Job Exp.

Indirect Job Exp.

G&A

Misc. Inc/Exp.

General Ledger Vocabulary	
Force Job Costing	A filter on an account. The general rules for using these filters are as follows: ▪ "Require Job Costing" - This option should be used on direct job costing accounts and payroll accounts. When transactions are posted to accounts with this job cost setting, job cost detail is required. ▪ "Require Job" - This option should be used on income accounts. When transactions are posted to accounts with this job cost setting, a job number is required. ▪ "Do Not Allow Job" - This option should be used on accounts on your balance sheet and overhead/indirect expense accounts. When transactions are posted to accounts with this job cost setting, you cannot enter a job or job cost detail. **Note:** We do not recommend that you use any of the job cost settings that include the word "option."
Divisions	A method of dividing your general ledger accounts into smaller sections that you can compare. For example, you can create divisions for your income account to compare government income and residential income. We recommend that you set up your divisions with the help of your trainer or a support representative.
Account Type	A setting that determines if the account will have a reconciliation option. Checking, savings, and credit card accounts will have a reconciliation option. Accounts that do not fit into these categories should be set to "Other."
Statement Categories	Categories that allow you to organize your general ledger accounts on your balance sheets and income statements. You can do this by selecting the group in which an account will appear (Accounts Payable, Income, Job Expense).
History Detail	A report that tracks all transactions made in the General Ledger.

Using Divisions in FOUNDATION

- Theoretical use: Income Statement by state, city, type of work, or department. Keep in mind you can get profit by job, city, state, and type of work in Job Costing reports. Divisions are only for breakdowns needed in the General Ledger on the G&A, Direct Cost, and Indirect Cost accounts.
- **Do not** use divisions if you do not need them. It can make the setup of your system unnecessarily more complex)
- If you are using divisions, make them long enough digit-wise to expand.
- **Never** divisonalize your Balance Sheet. If you need to do this, you may need to set up a separate company.
- Divisions are usually best when sequenced from a job, meaning a job only has one division. It can work when used other ways, but it needs to be thoroughly sequenced in each module and all setups.
- Divisions are not "heading accounts." They are not a way for you to subtotal a group of accounts together. If you want to "roll up" or "subtotal" a group of accounts into one category, you can do this with a custom financial statement.
- Divisions are used so that you don't need a lot of redundant G/L accounts, like Job Labor. You can have one account for Job Labor, but if you work in 5 states, you would have a division for each state. It would look something like this:
    - G/L Account 5000 – Job Labor
        - Division 10 – Ohio
        - Division 20 – California
        - Division 30 – Texas
        - Division 99 – Error (This should be your default in your control file)

    In example above, the 5000 Job Labor G/L accounts is broken into 6 different amounts, which can be totaled by all divisions or reported on just a few selected divisions.
- Divisions can have up 4 different sub-levels
- Defaulting/Sequencing Divisions – Default all control files to error division
    - A/P – Job, Vendor, Control File
    - A/R (Hardcoded) – Job, Control File
    - E/Q – Job, Category, E/Q Category, Attachment, Control File, P/R Division
    - I/N – Job, Warehouse, Primary Category, Control File
    - P/R – Job, Employee, Dept.
    - S/D – Description of Repair
    - T/M – Job, Control Files
- Be careful when setting up P/R miscellaneous deductions. The deductions will not recognize divisions if the G/L accounts are set up to hit an income statement account.
- You may want to set up an overhead job for each division and level.

Sample P&L with Divisions Detailed

:04 AM

ABC Contractors

Income Statement
01/01/15 To 12/31/15

	Current Year			
	Current Period	%	YTD	%
Income				
4000001 - Income	256,200	13.3	256,200	13.3
4000002 - Income	420,000	21.8	420,000	21.8
4000003 - Income	1,250,000	64.9	1,250,000	64.9
4599000 - Discounts Given	3	0.0	3	0.0
Total Income	1,926,203	100.0	1,926,203	100.0
Direct Job Expenses				
5000001 - DIRECT LABOR EXPENSI	10,500	0.6	10,500	0.6
5000002 - DIRECT LABOR EXPENSI	9,465	0.5	9,465	0.5
5000003 - DIRECT LABOR EXPENSI	2,250	0.1	2,250	0.1
5100001 - Field Labor	55,000	2.9	55,000	2.9
5100002 - Field Labor	67,000	3.5	67,000	3.5
5100003 - Field Labor	235,000	12.2	235,000	12.2
5150002 - Field Union Benefits	15	0.0	15	0.0

Sample P&L with Divisions Combined

2 AM

ABC Contractors

Income Statement
01/01/15 To 12/31/15

	Current Year			
	Current Period	**%**	**YTD**	**%**
Income				
4000 - Income	1,926,200	100.0	1,926,200	100.0
4599 - Discounts Given	3	0.0	3	0.0
Total Income	1,926,203	100.0	1,926,203	100.0
Direct Job Expenses				
5000 - DIRECT LABOR EXPENSES	22,215	1.2	22,215	1.2
5100 - Field Labor	357,000	18.5	357,000	18.5
5150 - Field Union Benefits	15	0.0	15	0.0
5200 - Material Expenses	445,190	23.1	445,190	23.1
5210 - Discounts Earned	(5)	0.0	(5)	0.0
5300 - Subcontracts	169,078	8.8	169,078	8.8
5303 - Hauling	196,800	10.2	196,800	10.2
5305 - Owned Equipment	450,900	23.4	450,900	23.4
5310 - Rental Equipment	95,613	5.0	95,613	5.0

Sample P&L with One Division

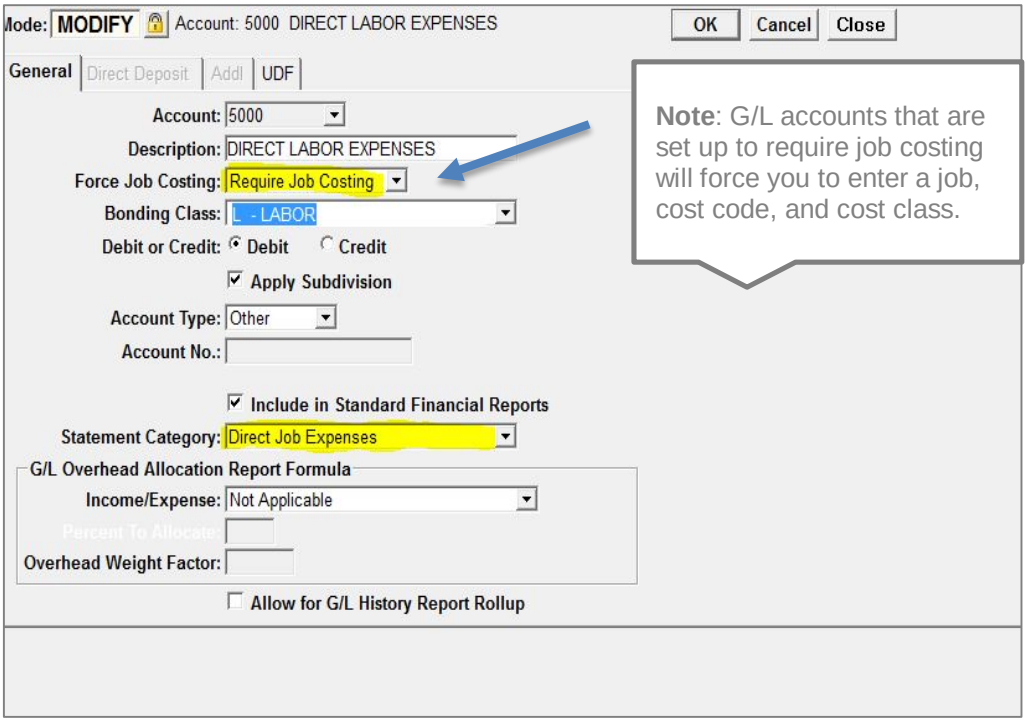
7:49 AM **ABC Contractors**

Income Statement
01/01/15 To 12/31/15

	Current Year			
	Current Period	**%**	**YTD**	**%**
Income				
4000001 - Income	256,200	100.0	256,200	100.0
Total Income	256,200	100.0	256,200	100.0
Direct Job Expenses				
5000001 - DIRECT LABOR EXPENSI	10,500	4.1	10,500	4.1
5100001 - Field Labor	55,000	21.5	55,000	21.5
5200001 - Material Expenses	92,000	35.9	92,000	35.9
5300001 - Subcontracts	32,225	12.6	32,225	12.6
5303001 - Hauling	22,500	8.8	22,500	8.8
5305001 - Owned Equipment	92,500	36.1	92,500	36.1
5310001 - Rental Equipment	17,522	6.8	17,522	6.8
Total Direct Job Expenses	322,247	125.8	322,247	125.8
Gross Profit	(66,047)	-25.8	(66,047)	-25.8

Setting Up G/L Accounts

Below is an example of the *Force Job Costing* setting on the "General" tab of the Account Record (*General Ledger > Maintenance > Accounts*).



Force Job Costing

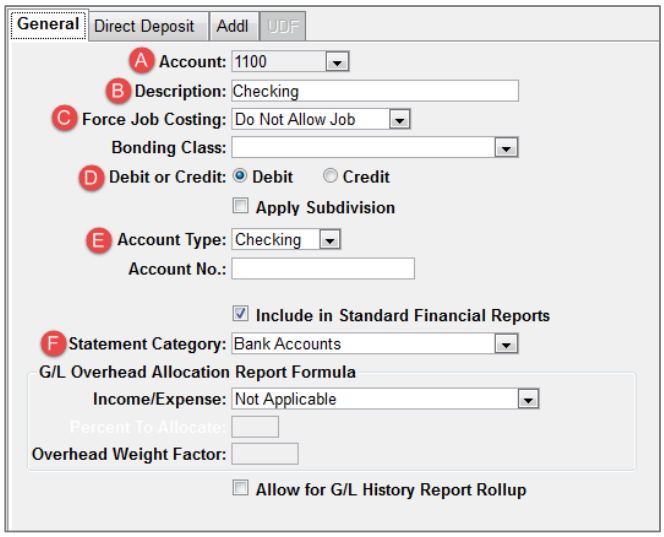
Note: We do not recommend that you use any of the job cost settings that include the word "option."

There are two correct ways to force job costing. Pick one way and stick to it. Both are correct and both are specific to FOUNDATION logic.

1. **Method A** – Set up **only** Direct Job Cost accounts and P/R-related accounts to "Require Job Costing" (with the exception of your Burden Payable/CR Accounts).
    a. **Testing** – Run the G/L History Detail Report (***General Ledger > Reports > History***) using your live date. In the *Group By Job* field on the "Criteria 2" tab, select "Yes." IN the *Select Journal* field, select your P/R journal. Any G/L accounts that say "No Job" are the ones that need to be fixed.
2. **Method B** – Set up all Income Statement Expense accounts to "Require Job Costing."
   Note: Regardless of the method you use, ***never*** select the "Option Job Costing" or "Option Job" in the *Force Job Costing* field.

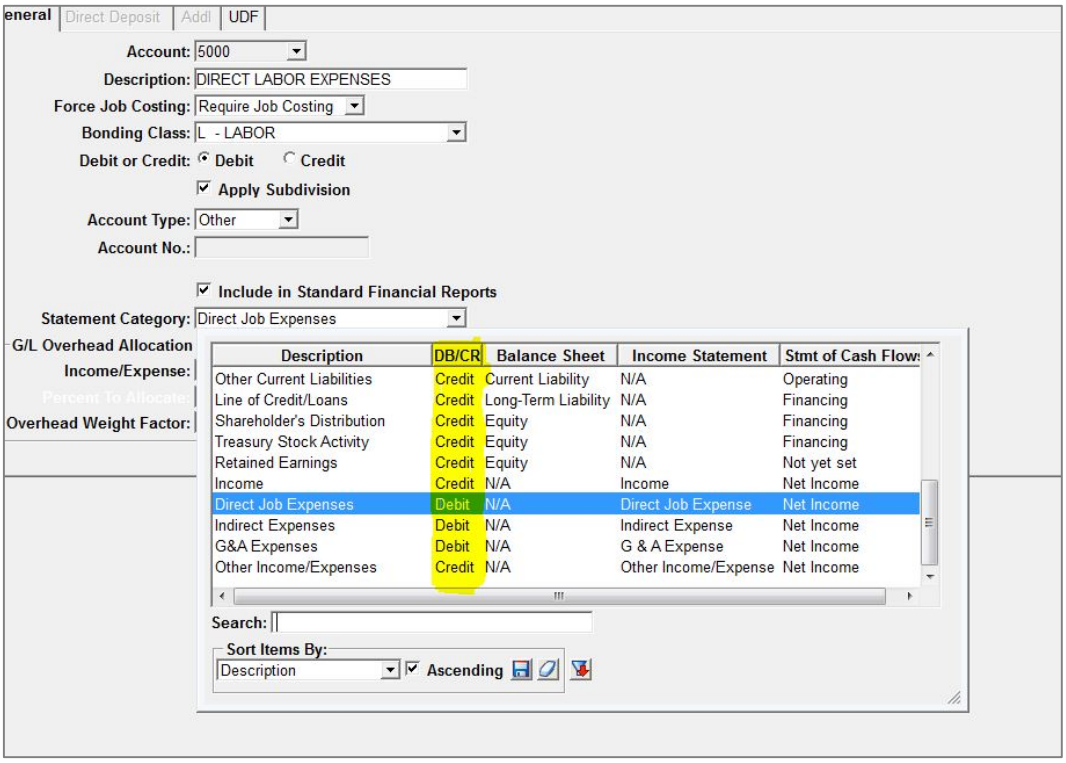
Do not fall into the trap of setting this up a different way because your old system was that way or you are new to the company and think it is wrong. We set up the accounts this way to keep your general ledger and job costing in balance because the Payroll Module requires job costing.

G/L Account Record “General” Tab



A	Account Number
B	Account Description
C	Debit or Credit Indicator
D	Job Cost Setting to Control JC & GL Reporting
E	Account Type – Note: Drives Bank Rec Program
F	Statement Category – Note: Drives Financial Statements

Statement Categories


eneral
Direct Deposit
Addl
UDF
Account: 5000
Description: DIRECT LABOR EXPENSES
Force Job Costing: Require Job Costing
Bonding Class: L - LABOR
Debit or Credit: Debit Credit
Apply Subdivision
Account Type: Other
Account No.:
Include in Standard Financial Reports
Statement Category: Direct Job Expenses
G/L Overhead Allocation
Income/Expense:
Overhead Weight Factor:
Description | DB/CR | Balance Sheet | Income Statement | Stmt of Cash Flows
Other Current Liabilities | Credit | Current Liability | N/A | Operating
Line of Credit/Loans | Credit | Long-Term Liability | N/A | Financing
Shareholder's Distribution | Credit | Equity | N/A | Financing
Treasury Stock Activity | Credit | Equity | N/A | Financing
Retained Earnings | Credit | Equity | N/A | Not yet set
Income | Credit | N/A | Income | Net Income
Direct Job Expenses | Debit | N/A | Direct Job Expense | Net Income
Indirect Expenses | Debit | N/A | Indirect Expense | Net Income
G&A Expenses | Debit | N/A | G & A Expense | Net Income
Other Income/Expenses | Credit | N/A | Other Income/Expense | Net Income
Search:
Sort Items By:
Description
Ascending

Note: The *Statement Category* determines where the G/L account will appear on the Financial Statement. It also drives the setting of "Debit" or "Credit." Click on the dropdown arrow to see if an account should be a debit or credit.

Understanding G/L Defaulting

(Let FOUNDATION manage data entry to minimize mistakes and increase efficiency)

- **Journals**
  - Importance of Journals – The G/L account setting and the journal setting determine if something hits your job cost or not)
    - G/L Only
    - G/L with Job Costing
    - Recurring Accounts
    - Recurring Amounts
    - General Ledger Budgets
- **Control Files**
- **Consolidating Financials**
  - If you are going to do this, you can set up either"
    - The same accounts with same names
    - Different accounts with any name
    - No same accounts with different name because it will consolidation using only one of the names.
  - Typically this is only used for companies that have a separate Tax ID or EIN. You will need to set up a database for each company.
  - You need to be careful when setting up G/L accounts. You need to understand how the logic works and the data flows from one company to another.
  - Intercompany transactions will need to be done by booking payables and billings to/from each company. There is no intercompany feature that does this for you.
- **Custom Financial Statements**
  - A little time consuming to set up
  - Worth the time because you can drill down into the detail on any account
- **Basic Pitfalls in FOUNDATION**
  - Not setting up G/L accounts or payroll departments correctly
  - Not understanding your sequencing and defaulting
  - Using GOTHCHA programs outside of their intended purpose without understanding what they do
  - Not checking your G/L Registers to make sure that postings are correct
  - Not making sure that G/L and J/C tie out
  - Not properly correcting mistakes

Tying Out Job Cost to the General Ledger

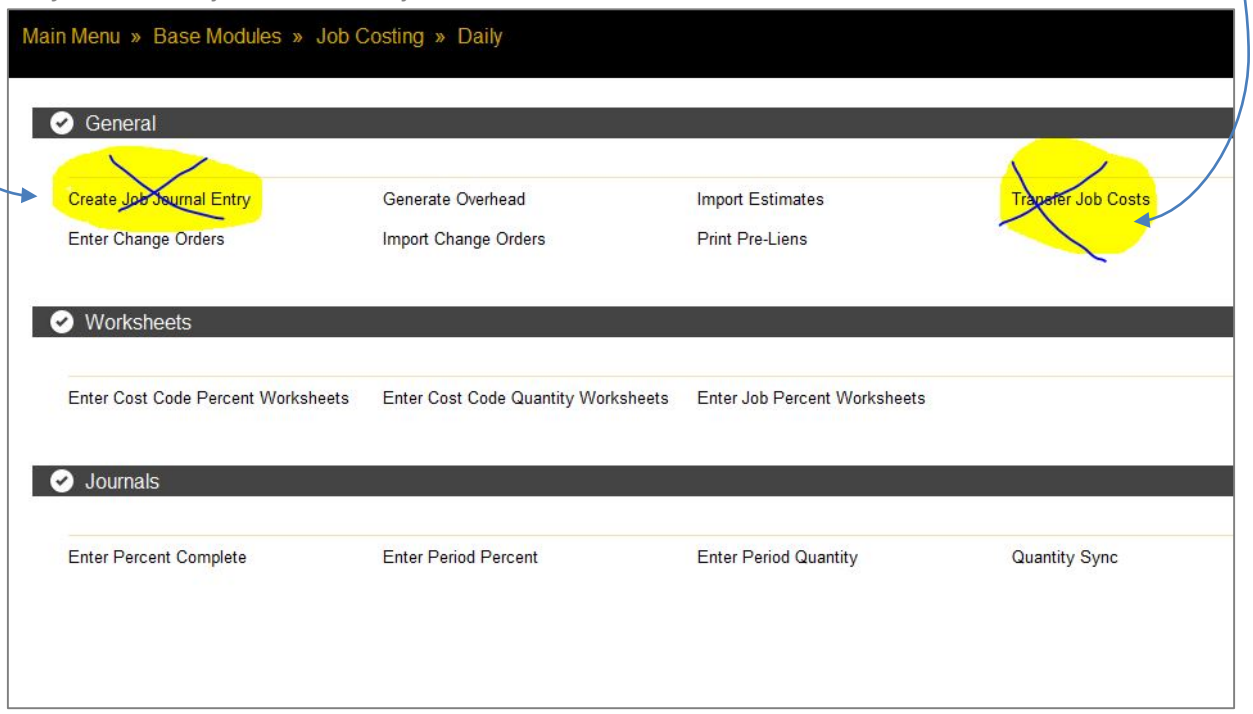
Setting Up Your System So That General Ledger & Job Cost– Always Tie Out To the Penny

Testing Already Posted Entries

- Run the G/L History Detail Report for your Direct Job Cost accounts. In the *Select Journal* field, select your payroll journal. In the *Group by Job* field, select "Yes." All G/L accounts that have "No Job" are the ones you need to change to "Require Job Costing."
- Run a Job History Detail Report (***Job Costing > Reports > Job History Detail***) for all jobs for the current year. On the "Criteria 3" tab, disable all of the transaction checkboxes except for the *Job Journal* checkbox. None of the other these transactions hit your G/L Job. If they are Direct Job Cost jobs, you should fix it by reversing it out and completing a G/J Journal on the Create Journal Entries window (***General Ledger > Daily > Create Journal Entries***). This will hit **both** the Job and G/L.
- Run a G/L History Detail Report for your Direct Job Expense Account. In the *Select Journal* field, select your G/L journal. In the *Group by Job* field, select "Yes." If you have entries that went to jobs, and the G/L Journal is set to "No Job Distribution," there is a chance that those entries did not go to jobs.
- Job Cost / General Ledger Query

GOTCHA Programs – Things that can cause the G/L and J/C to be out of balance

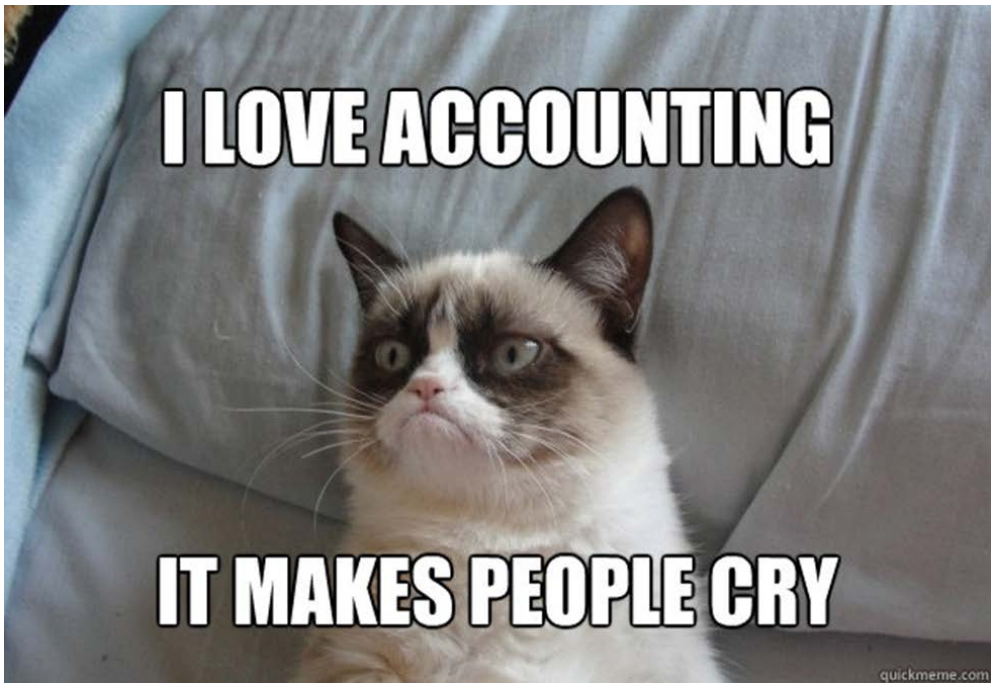
- **G/L Journals that are set up or used incorrectly** – *Only* use G/L Journal to entries that hit the Balance Sheet. ***Never*** enter journal entries to the Accounts Payable, Accounts Receivable, Equipment, or Inventory Modules. If you need to make entries to these modules, they need to be done within the modules to keep them in balance. FOUNDATION will warn you, but it will allow it because that is how we enter beginning balances.
- **Entering Cash History** – This program should *only* be used for your first bank reconciliation to load your beginning bank balance from your live date and un-cleared checks that are not in FOUNDATION because they were already paid out of your old software.
- **J/C Daily > Create Job Journal Entry** – *Never* use this program because it does not hit the G/L. It is **only** used for entering beginning job cost detail from your old system when going live. Hide it from your users. Instead, use a G/L Job Cost Journal Entry to ensure the entry hits the J/C job and the G/L job.
- **J/C Daily** > **Transfer Job Costs –** This does not update you G/L. It will fix your job cost reports but it doesn't look good to your CPA and bonding company if one job has $5,000 more in costs in Job Cost and another job has $5,000 less in the G/L. The totals of all jobs may still be correct but this could drive any "Type A" accountant completely insane! Instead, use a G/L Job Cost Journal Entry to ensure that the entry hits the J/C job and the G/L job.



Correcting Mistakes

The best way to fix something is to fix it from the same module and/or program in which the mistake was made. Please note that journal entries will **not** update A/P, A/R, or P/R Reports. If you want make the correction the right way, use the respective module to fix mistakes.

- P/R Corrections – Unless the employee owes you money
- P/R Voids
- A/P Quick Reversal
- A/R Quick Reversal
- G/L Reverse Journal Entry



Key Things to Verify Before Sending your Financials to your CPA or Bonding Company

- Your A/P and A/R Aging Reports tie to your Balance Sheet to the penny
- Your job billings/income to date ties out to J/C billings to date in job cost
- Your job cost to date in G/L ties out to your job cost to date in J/C
- Your bank statements are reconciled
- The inventory on the Balance Sheet matches the Inventory Summary Report
- Your Balance Sheet balances
- All your entries are posted

Control Files, Sequencing, and System Tools

Control files are system wide settings that affect all users. It a good idea to secure this area of FOUNDATION, and you should not change any setting in any of the control files without checking with a FOUNDATION Support Representative or a Trainer. Changing control files may impact our system in ways that you don't intend.

Control File Dates

Control the posting periods for each module.

- Sample of a hard close in 2014 – The *Control Date Range* would be 1/1/2015 through 12/31/2015, and the *Flag* would be set to "Prevent."
- Sample of a soft close in July 2015 – The *Control Date Range* would be 8/1/2015 through 12/31/2015, and the flag would be set to "Warn."
    - A/P Control File
    - A/R Control File
    - P/R Control File
    - I/N Control File
    - E/Q Control File
    - F/A Control File

Required Fields

On some control files, you can require that certain fields be filled out on certain records before they can be saved. Below are some our favorite fields to require a user to fill out before saving a record.

- J/C Control File
    - *Customer* (Job Record)
    - *Payroll Tax Group* (Job Record - if multi-state)
    - *Project Manager* (Job Record)
    - *Default End Date* when a job is closed (Job Record)
- P/R Controls
    - *Payroll Dept* (Employee Record)

Auto Posting

Gives you the option to have your invoices posted automatically. You can choose to always auto post, to be prompted to auto post, to not auto post but to receive a reminder about unposted invoices, or to never auto post.

- A/P Controls
- A/R Controls

Dropdown Fields

- Job filtering for closed jobs
- PO filtering for closed POs
- Equipment usage filtering for unposted entries
- Name/number search - This is a fantastic feature that you should consider turning on

Burdens – Actual vs. Extra

- Actual
  - FUTA
  - SUTA
  - Workers' Comp
- Extra
  - Indirect Costs such as shop supplies, field phones, general liability insurance (for subs), auto expenses, fuel, etc. (These will be discussed in more detail later.)

Note: Maintenance for the Payroll Module can also be set up to direct job cost for FICA, union fringes, and the employer contributions for health insurance, 401k, etc.

Sequencing

When FOUNDATION is told to find information, (when computing payroll, clicking [OK] on a transaction, etc.) it has a set order in which it looks for information. The order in which it searches in is called **sequencing**.

Sequencing is similar to a routine you go through in your daily life. For example, before leaving the house you need to make sure you have your keys. First you look on the key hook. If you find your keys there you are ready to go. If you don't find them you will look on the counter. If you find them on the counter you are ready to go. If you don't find them you continue looking until you do.

Because we, as users, are able to set most sequences in FOUNDATION, we can have the system take care of all of the "ifs" and unusual situations that occur when running a construction business.

Sequencing Lessons: Just because you can do something in FOUNDATION doesn't mean you should. Learning what **not** to use/set up in FOUNDATION is as equally, and sometimes more, important than what to use. Understand and document your system defaults and sequences.

Example – Worker's Compensation

In this setup, the job takes precedence. If the job W/C class is blank, FOUNDATION will look to the cost code. If the cost code.is blank, FOUNDATION will get the W/C code from the Employee Record.

This is where critical thinking skills come in handy.

Example

If you have OCIP or CCIP jobs, you can exempt those jobs from accruing any W/C costs, because the owner or contractor is paying for the policy. *This is where you would only fill out the Workers' Comp Class on the Job Record if the job was OCIP or CCIP; otherwise you want it to be blank*. For all of your other jobs, the W/C class will default from the cost code. If the cost code is blank, then the Employee Record, and so on. It would be a big program if whoever set up your jobs was trying to be thorough and filled out the W/C field on the job! Right? Especially if it was a high W/C rate.

What You Need to Understand About Sequencing is the Power of Leaving Certain Fields Blank

G/L Account Defaulting/Sequencing in Control Files

- **A/P –** Vendor, Cost Code, Cost Class (Ex. Leave the *Vendor G/L* field blank if costs hit multiple G/L Accounts)
- **A/R –** Control Files or Income Types
- **E/Q Usage -** Job, EQ Category, Equipment, Job or None
- **E/Q Expense/Service –** Control File, Service/Expense Code, Primary Category
- **I/N –** Job, Warehouse, Primary Category, Control File
- **P/R – Hard Coded** (Dept + Dept Earn Codes #1; Earn Code + Tax Setup - #2
- **P/R – Employer Contributions** – Employee, Department, Deduction
- **P/R – Extra Burden FUTA, SUTA** – Department, Control File (Burden)
- **P/R - Extra Burden –**Department, Employee, Company, Trade, Union, Cost Code, Job
- **PO/Sub –** Vendor, Cost Code, Cost Class
- **Sales Tax – Hard Coded –** Sales Tax Authority #1, Sales Tax Control Files #2
- **Service Dispatch Income –** Description of Repair, Income Types
- **Service Dispatch Cost –** A/P, P/R Depts, PO Sub, I/N
- **T/M –** Control Files or Income Types
- **U/P –** Control Files

Division Defaulting/Sequencing – Note: Default All Control Files to Error Division

- **A/P** – Job, Vendor, Control File
- **A/R – Hardcoded** – Job, Control File
- **E/Q** – Job, Category, E/Q Category, Attachment, Control File or P/R Division
- **I/N** – Job, Warehouse, Primary Category, Control File
- **P/R** – Job, Employee, Dept.
- **S/D** – Description of Repair
- T/M – Job, Control Files

Note: Unless a sequence hardcoded, you can change the sequence to fit your needs. Whatever is the in first position takes precedence. If FOUNDATION finds that the first position is blank, it will look to next position.

System Tools - Programs that Can Customize FOUNDATION Specifically to your Needs

UDFs – Creating User Defined Fields (Main Menu > Tools > System > Other)

- Unlimited # of Fields you can Add to Mostly Any Table
  - Employees – Great for Human Resource Dept
  - Vendor
  - Customer
  - Job
  - PO
  - AP Invoice
  - And Many, Many more…..
- Pick the correct Table to Set them up in (think one to many; many to one)
- Make sure the Field Doesn't already Exist
- Pick the Correct Type of Field
  - Character
  - Numeric
  - Dropdown List (Use these whenever possible)
  - File Location
  - Folder Location
  - Integer
  - Email Address
  - Web Address
  - Date
- Make sure you setup the Field Correctly before you start adding data

Avoid making a mess in FOUNDATION. Don't junk up your database. FOUNDATION is much like pouring concrete. If not done correctly at the beginning, jack hammering it out takes 3 times as long.

Exercise: Set Up Emergency Contact Name, Phone Number & Relation UDFs

1. **Emergency Contact 1** – Character Field – 30 Characters
2. **Emergency Contact 1 Phone** – Character Field – 30 Characters
3. **Emergency Contact Relation** – Dropdown List (Spouse, Parent, Child, Sibling, Friend, Significant Other, Other)

Next Number (Main Menu > Tools > System > Other)

Next Number is where you can set up what the next job number, employee number, PO number, A/R invoice number, etc. will be if left blank.

- **Note**: Some control file settings will allow you override or protect these fields.
- You cannot change the next A/P or P/R check number. This is hard coded in the system.

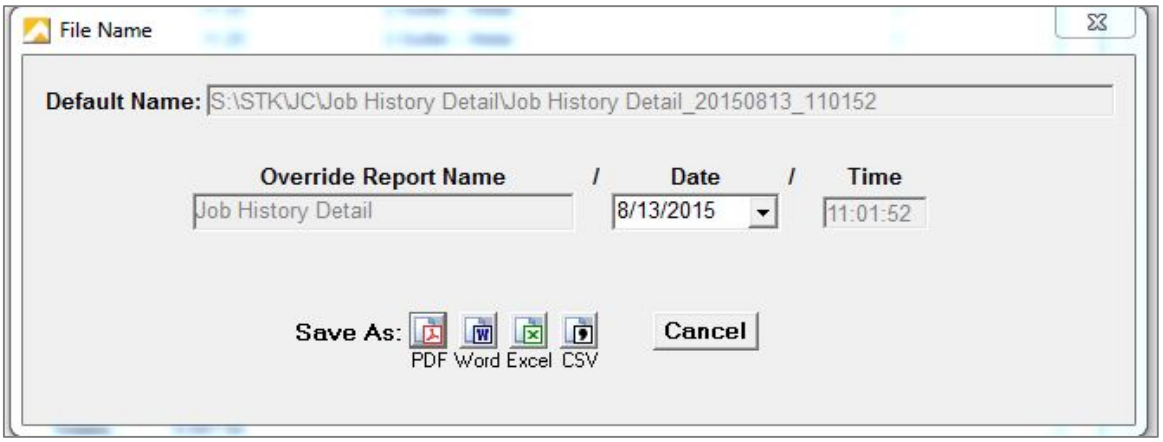
Green Button Feature

Allows the user to save a PDF Copy of any Report to a Pre-Assigned Folder determined in the setup below, auto named (or not) that is time date stamped and can later be found from that same Report Screen that it was saved from.

Green Button File User Locations (Setup located in Main Menu, Tools, Other – User Specific)
Green Button File User Locations (Setup located in Main Menu, Tools, Control Files– Company Specific)

Click this button when you are looking a report you want to save.

Then this screen will pop up:



Custom

Adding Custom Spreadsheets, Word Documents, and other Links/Files to your Menus

Common Uses for Custom Documents:

- Custom Excel Queries Reports
- User Manual/Instructions
- Quick Access to Contract Forms
- Quick Access to Websites for Ordering Materials
- Quick Access to Employee Applications, Timecards, Blank I9 Forms, etc.

To add a Custom link, follow these steps:

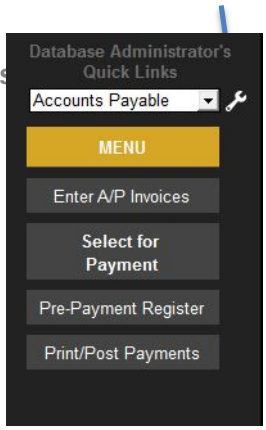
1. From the Main Menu, go to ***Custom > Manage.***
2. Click on "Documents" tab.
3. In the *Name* field, enter a name.
4. In the *Document Group* field, select "General."
5. In the *Document Type* field, select a document type. Your options are:
    a. File
    b. Website
    c. Email
6. In the *Path* field, enter the path/location of the document type using Browse button
7. If necessary, enable the *Available in All Companies in this Database* or the *Available to All Users in this Company* checkbox.
8. Click [Save Changes].
9. From the Main Menu, go to *Custom > Documents* and move the custom link to your Quick Links menu.

Exercise – Create a Custom Document

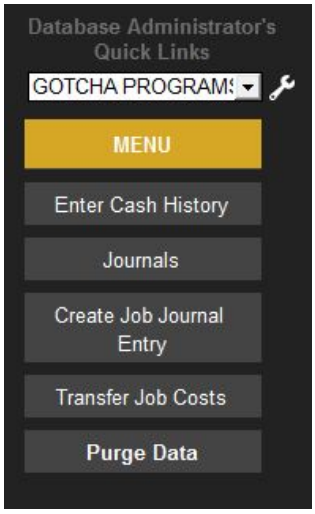
Customizing Menus / Quick Links

Learning what *not* to use/set up in FOUNDATION is as equally, and sometimes more, important than what to use.

Creating custom menus that only have programs that you use or need on a regular bas



1. Click on the silver wrench. The Manage Quick Links Categories window opens.
2. Click [Add…].
3. In the *Name* field, enter a name for the category.
4. If you want to create a wizard that will automatically move you to the next step in a process, enable the *Create Wizard* checkbox.
5. Click [OK].



Sample Custom Quick Link Menus

- You can add custom documents to Quick Link menus as well.
- Drag-and-drop J/C Activity Reports (Click on dropdown list, click on the desired report, and drag-and-drop it on the Quick Links menu)
- Create a custom Quick Links menu for "Gotcha Programs."

Sample Custom Menus

Exercise: Create a Custom Menu

Customizing Forms in FOUNDATION

Three Areas of FOUNDATION Where You Can Customize Forms

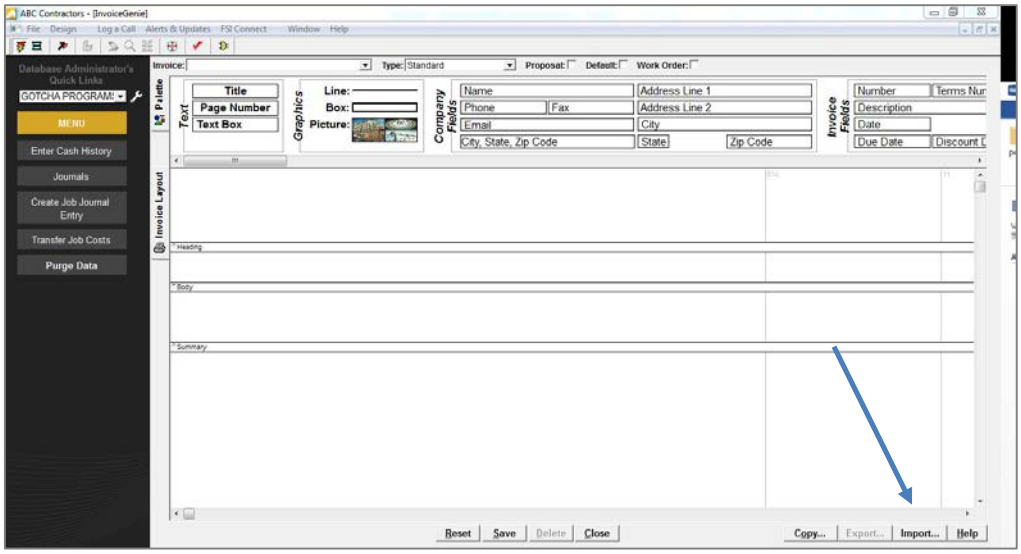
1. **DataGenie**
    - AR Invoices
        - Lump Sum
        - Itemized (Unit Price and Quantity)
        - Progress
        - Service Dispatch Work Order
        - A/R Proposals
    - PO/Subcontracts – Short Form (1-2 pages)
    - A/R Statements
    - A/P Lien Waiver
        - Progress
        - Final
    - Service Dispatch Proposals
    - J/C Change Orders
2. **PO/Sub Template (Long Form PO or Subcontract)**
    - Long Form Subcontract and/or Master Subcontract
    - PO longer than 2 pages
        - These can be imported from a .RTF file using Microsoft® Word®
3. **P/M Daily - Template Editors**
    - RFC's
    - RFI's
    - RFP's
    - Transmittals
    - Submittals
    - Misc. Documents
        - Sample – 24 Hour Notice to Proceed
        - Sample - 48 Hour Notice to Proceed

Best Practices for Forms

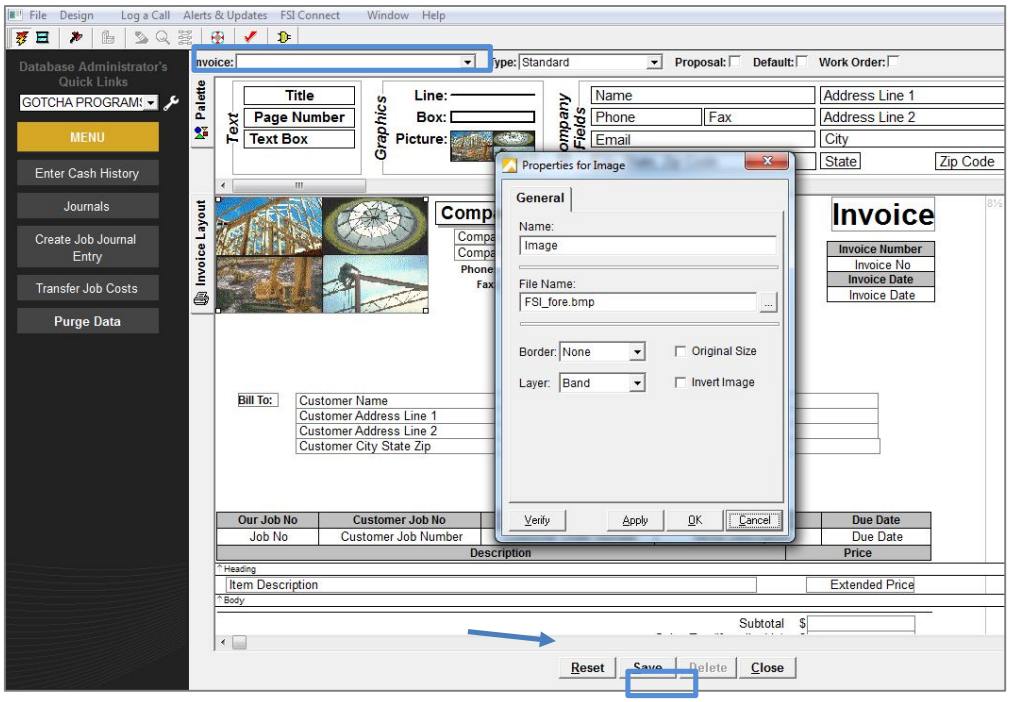
- Use a template from FOUNDATION
- Add fields that don't currently exist to the form
- Import your logo. For DataGenie forms, make sure the logo is in a .bmp format
- Try and keep forms consistent for marketing purposes
- Save often when making changes
- Test prior to going live

Exercise: Create a Custom Form in the DataGenie

1. From the Main Menu, go to ***Tools > Genies > Form > InvoiceGenie.***
2. Click the [Import] button. On the Select File dialog box, select your .FGF file.

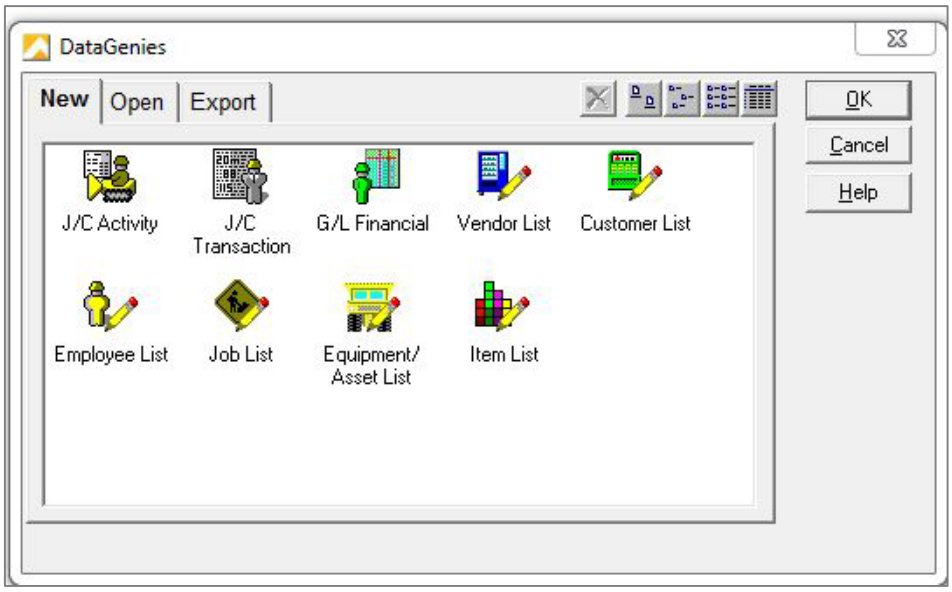


3. Right-click on the logo to view the image properties.
4. In the *Invoice* field at the top of the window, enter a name for the invoice design.
5. Click [Save].

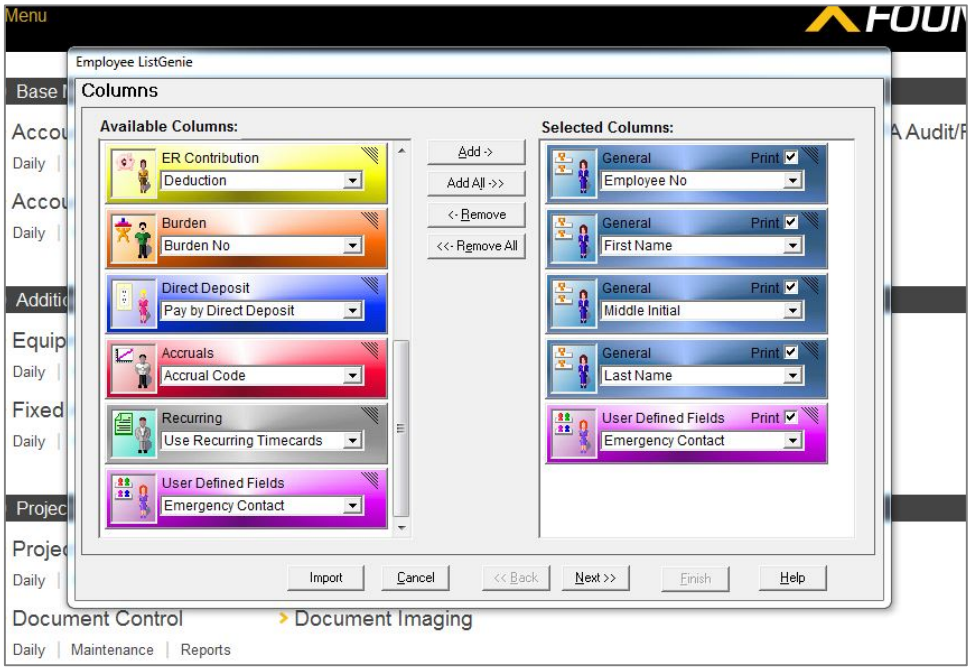


Sample Lesson: Create a Custom Employee List with UDFs

1. From the Main Menu, go to ***Tools > Data >Employee List.***

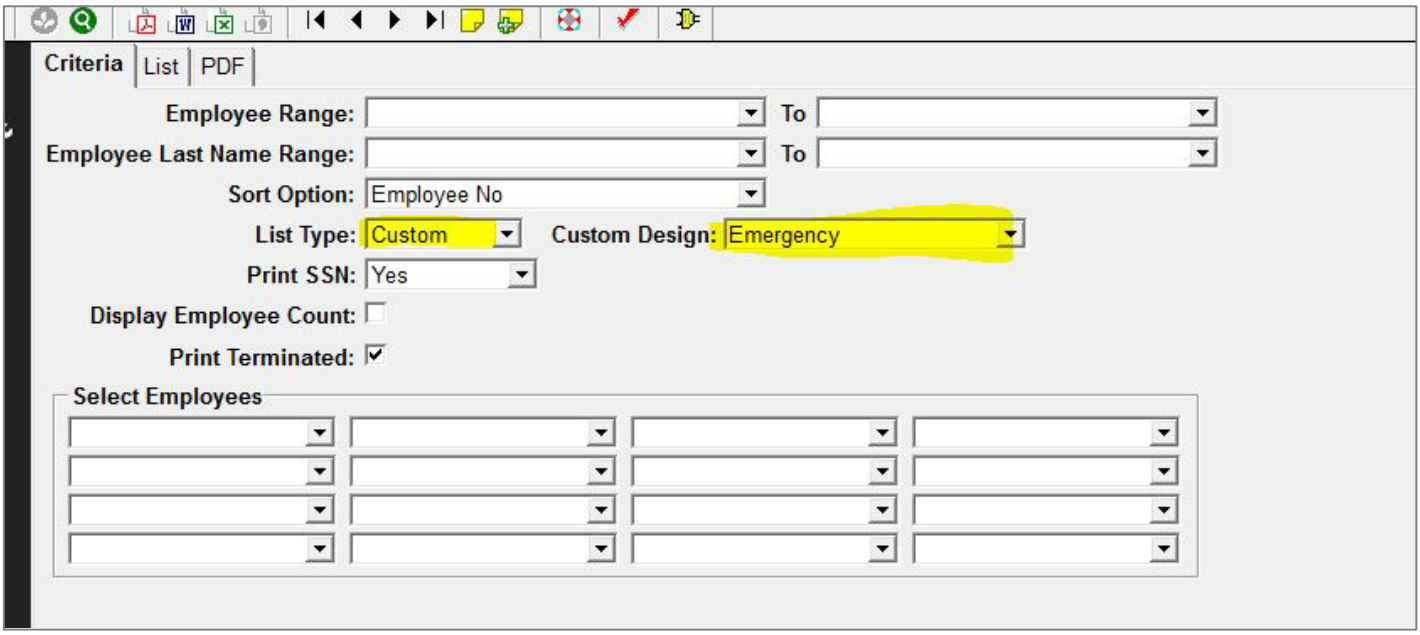


2. Using the Employee ListGenie wizard, create your Employee List.



Open the Employee List

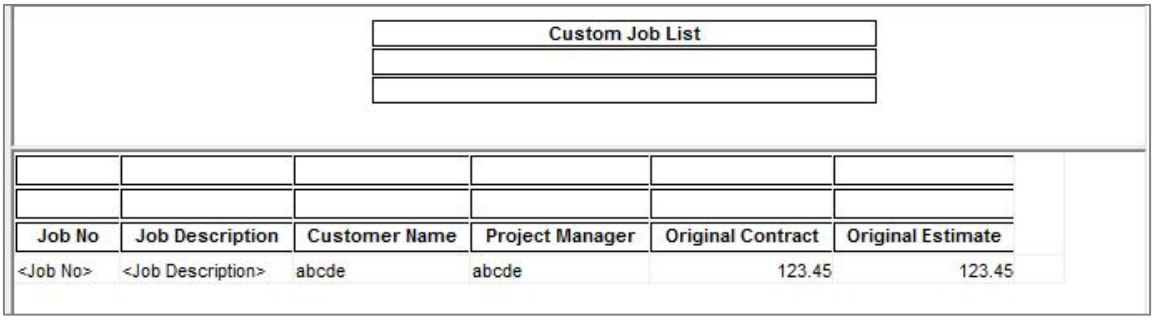
1. From the Main Menu, go to ***Payroll > Reports > Lists > Employee List.***
2. In the *List Type* field, select "Custom."
3. In the *Custom Design* field, select the list you created in the Employee ListGenie.



Notice: On the "Criteria" tab there a variety of options. Practice filtering and sorting the list using these options.

Exercise: Using the same logic, create simple custom job list and find it and open it from your menu.

Below is an example of a custom job list with *Job Number, Job Name, Customer Name, PM Id, Original Contract Amount,* and *Original Estimate* columns.



System Maintenance

The Maintenance Menus are where you add/modify records such as Job Records, Vendor Records, Customer Records, Employee Records, Terms, Cost Code Records, Project Classes, etc.

Accounts Payable Maintenance

The accounts payable maintenance we need to complete focuses mainly on setting up your Vendor Records. However, to fully set up your Vendor Records, you may first need to set up items like sales/use tax, payment terms, and other records you can include as defaults on your Vendor Records.

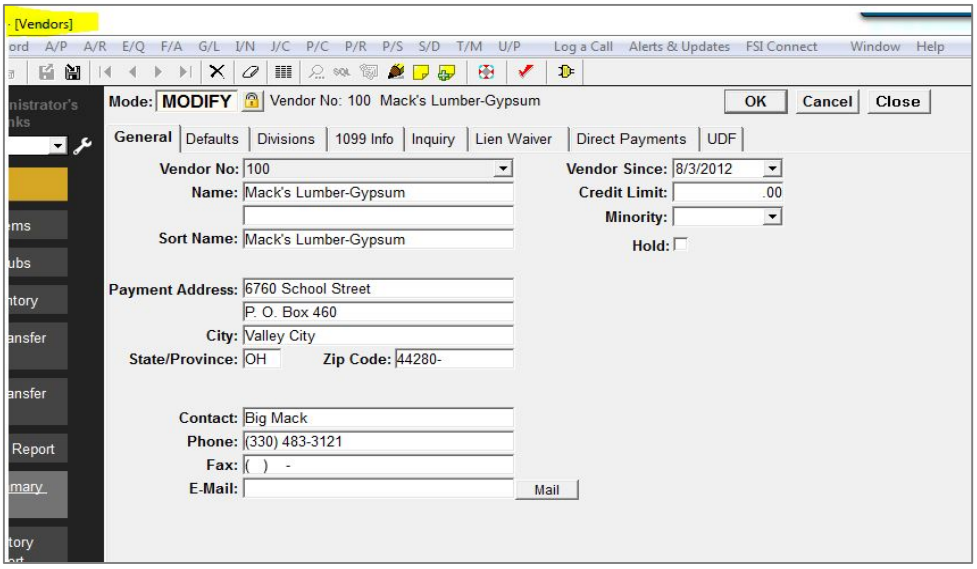
Accounts Payable Maintenance Vocabulary	
Pay Classes	Categories you can use to sort and group vendors.
1099 Reporting Class	Allows you to decide in which box the vendor will populate on the 1099. Example: Box 7 - Non-employee compensation. You may need to add one for attorney fees.
Vendors	Vendors are people from whom you buy materials or contract services. They may provide materials or services you need to complete a job or to run your office and may include companies such as a lumber yard, contractors, or even the phone company.
Sales Tax Authorities	State and local authorities that determine the taxable rate. While they are called “sales” tax authorities, these records can be used to track both sales and use tax.
Sales Tax Reporting Classes	Categories you can use to sort and group sales tax authorities for reporting purposes.
Terms	Payment terms that calculate the due dates of invoices and any applicable discounts. By defaulting terms to a vendor it will save the user a ton of time not having to enter Dues Dates, Discount Dates, amounts, etc.

Vendors

Vendors are the people from whom you buy materials or contract services. Below are screen shots and brief explanations of some of the important Vendor Record tabs (***Accounts Payable > Maintenance > Vendors***).

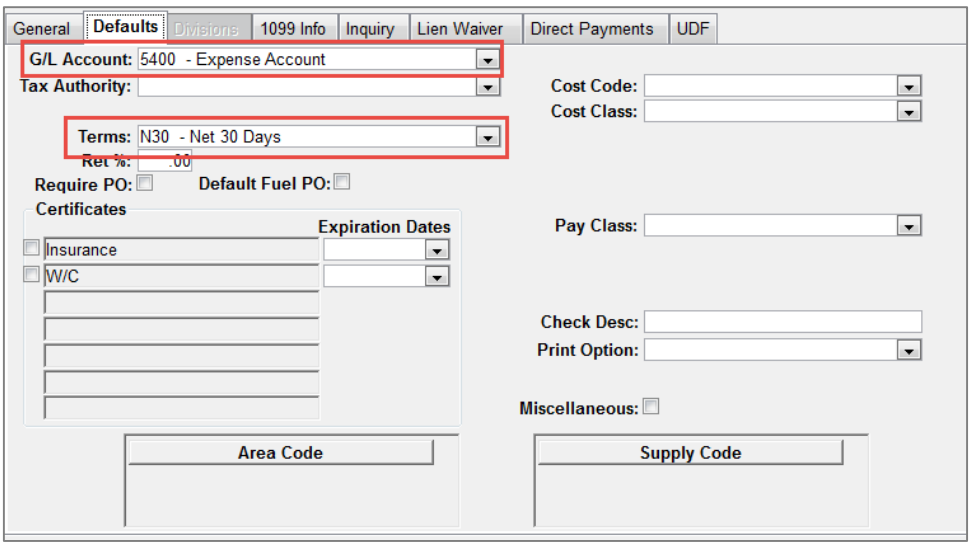
"General" Tab

On the "General" tab of the Vendor Record, you will enter basic information, like the vendor's name, address, and phone number.

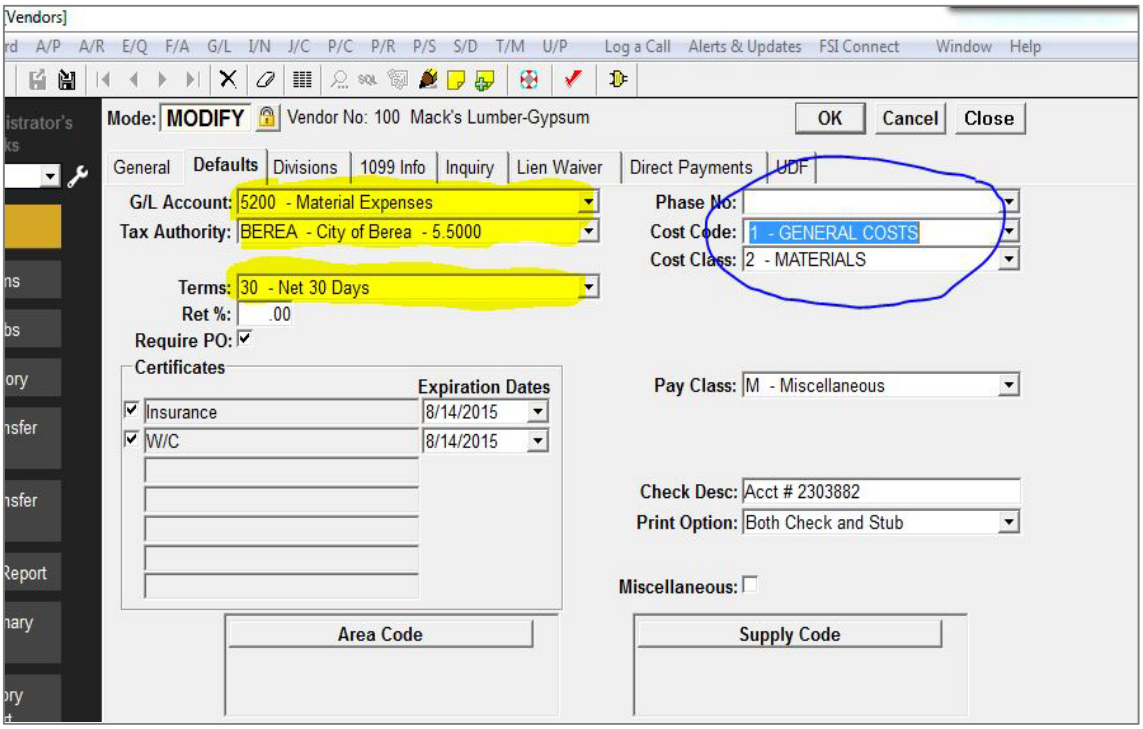


"Defaults" Tab

On the "Defaults" tab, you can set certain items to default when you use this vendor.



Vendor Defaulting


Vendors]
A/P A/R E/Q F/A G/L I/N J/C P/C P/R P/S S/D T/M U/P Log a Call Alerts & Updates FSI Connect Window Help
Mode: MODIFY Vendor No: 100 Mack's Lumber-Gypsum
OK Cancel Close
General Defaults Divisions 1099 Info Inquiry Lien Waiver Direct Payments UDF
G/L Account: 5200 - Material Expenses
Tax Authority: BEREA - City of Berea - 5.5000
Terms: 30 - Net 30 Days
Ret %: .00
Require PO:
Certificates
Expiration Dates
Insurance 8/14/2015
W/C 8/14/2015
Phase No:
Cost Code: 1 - GENERAL COSTS
Cost Class: 2 - MATERIALS
Pay Class: M - Miscellaneous
Check Desc: Acct # 2303882
Print Option: Both Check and Stub
Miscellaneous:
Area Code
Supply Code

Defaulting cost codes and cost classes is valuable because it can help your accounts payable team be faster and more accurate.

Certificates

If you subcontract work, you can enter *Expiration Dates* for general liability insurance or W/C, and set FOUNDATION to prevent or warn the A/P clerk if the certificates have expired or are close to expiring. You can also add dates for things like auto insurance, contractor license expiration, umbrella insurance, etc. You can turn on warnings for the following in the A/P Control File:

- A/P Invoice Entry
- Select for Payment
- Print/Post Checks

Pay Classes

Can be uses as filters for Selecting Invoices for Payment, A/P Aging, or Printing/Posting Invoices. NOTE: If you pay when paid, typically you can use this feature to select all AP Invoices for Payment, on a Certain Job, for just your Subcontractors due through a certain date.

Check Desc.

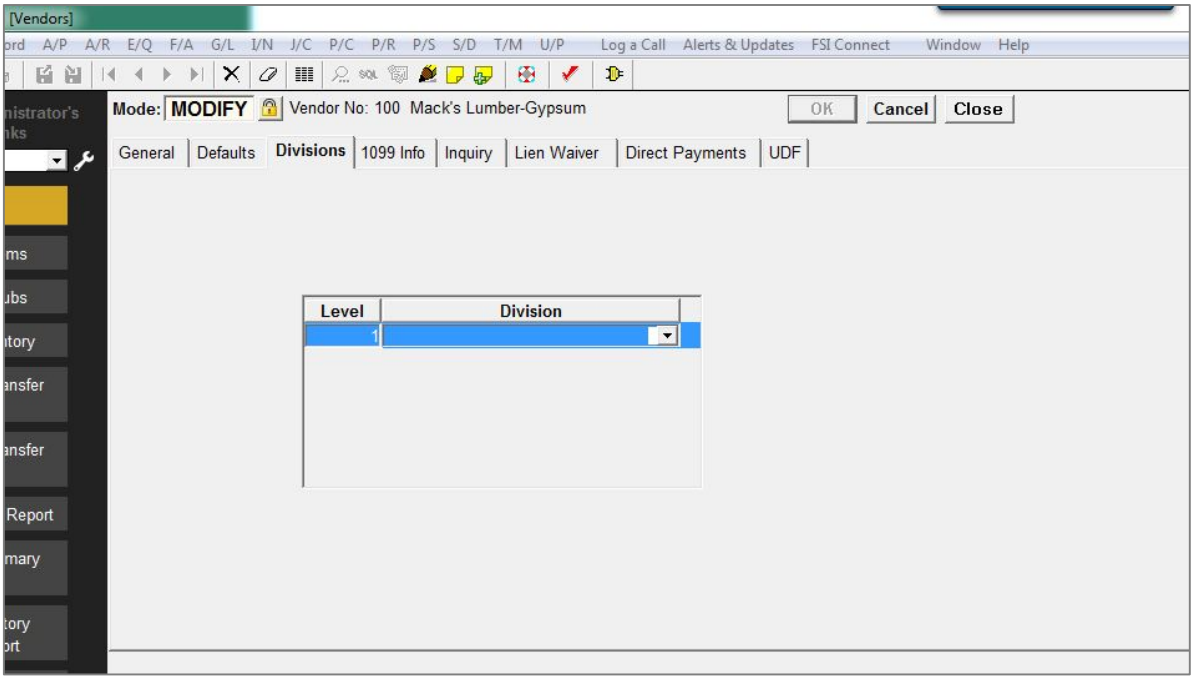
Fill this out of you want your Account number with a vendor to print on a check, stub or both.

Misc.

Never enable this checkbox. This is only used for the designated miscellaneous vendor.

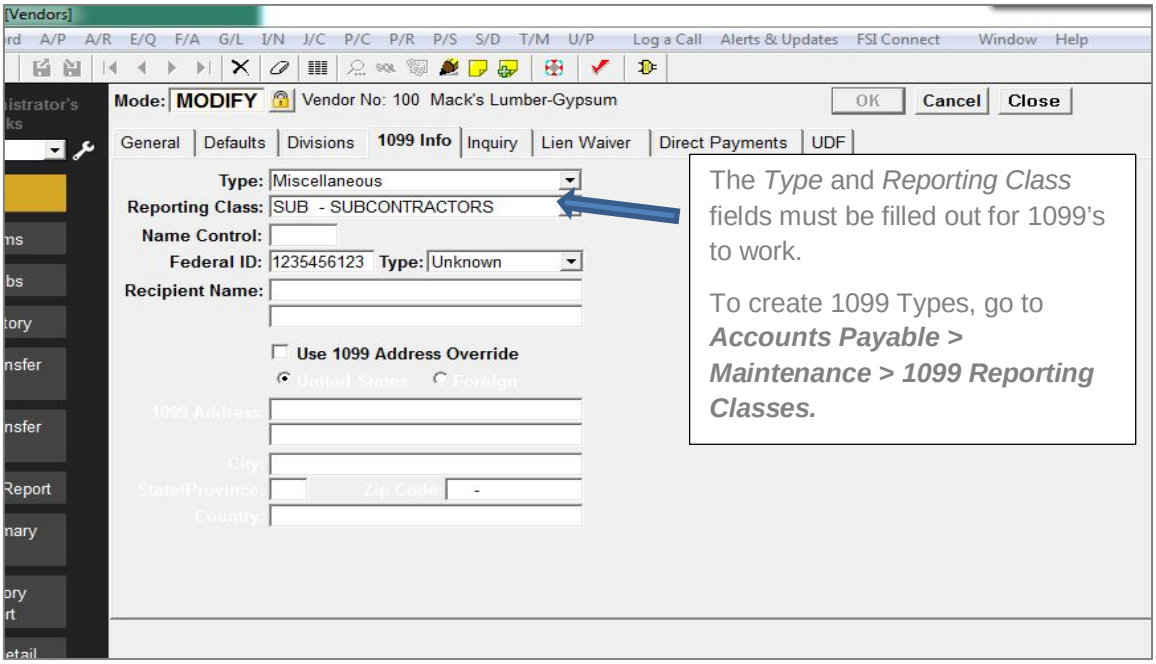
“Divisions” Tab

Only fill out this tab if this vendor should default to a specific division if 100% of the time.



“1099 Info” Tab

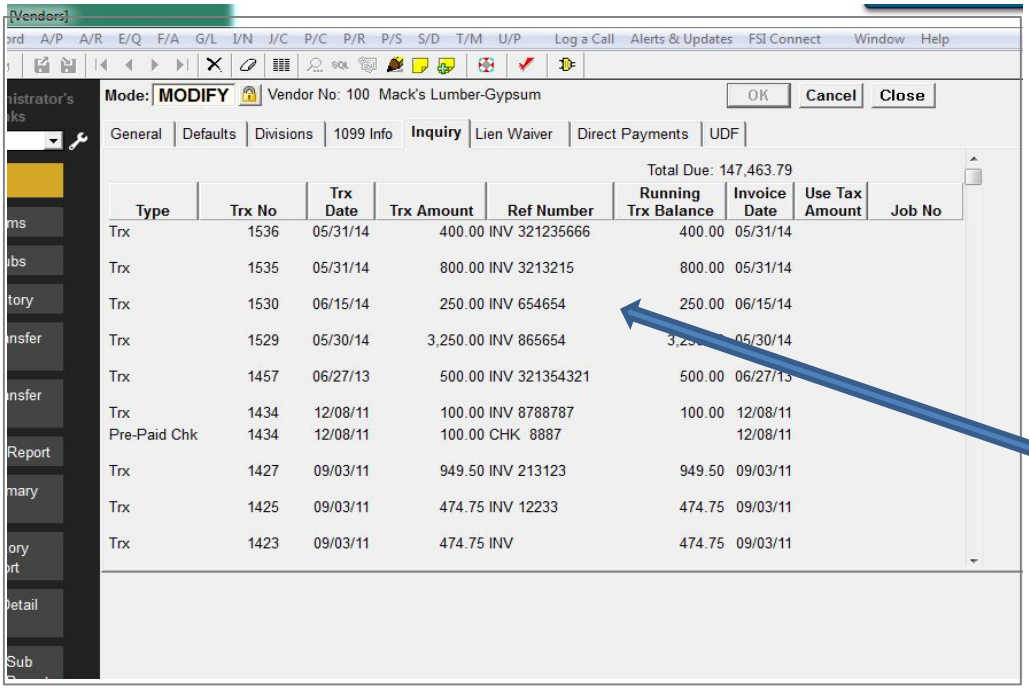
You only need to fill out this tab if the vendor requires a 1099.



The *Type* and *Reporting Class* fields must be filled out for 1099’s to work.

To create 1099 Types, go to ***Accounts Payable > Maintenance > 1099 Reporting Classes.***

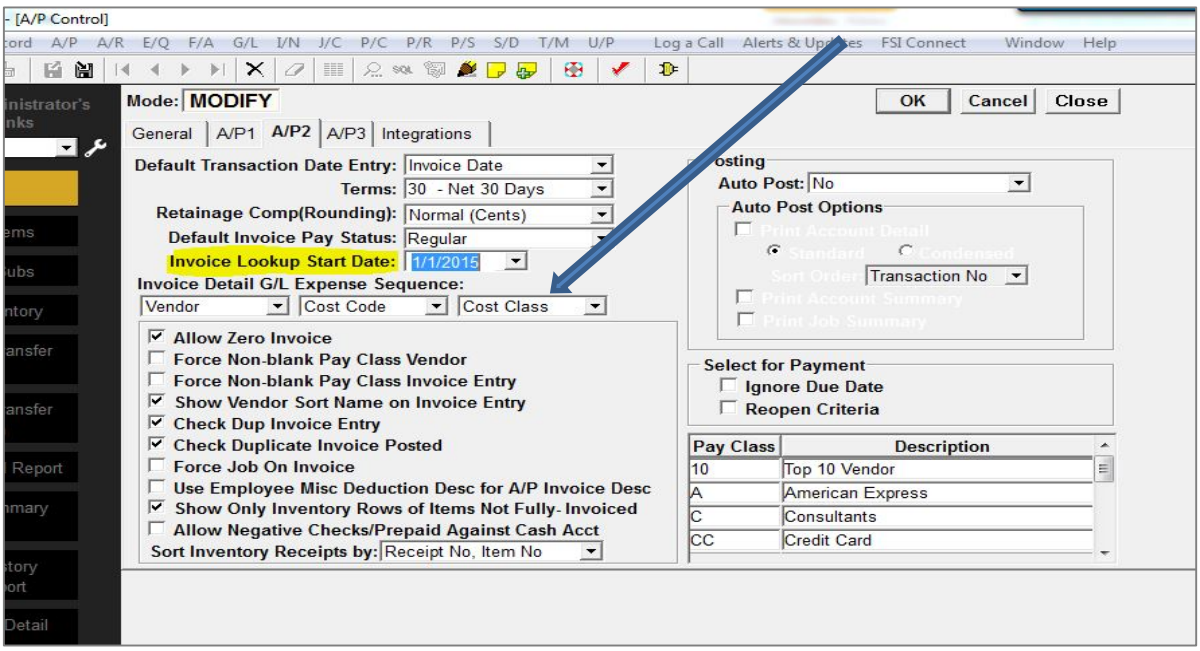
"Inquiry" Tab



You can click on the headers (column headings) here at the top to sort this information different ways.

In the "A/P2" tab of the A/P Control File, you can set up an *Invoice Lookup Start Date* so that the "Inquiry" tab only lists invoices on or after that date. This is a good feature if you have been using FOUNDATION for many years.

Note: On the "A/P1" tab, you can set it so that most recent transactions show up first on the "Inquiry" tab.



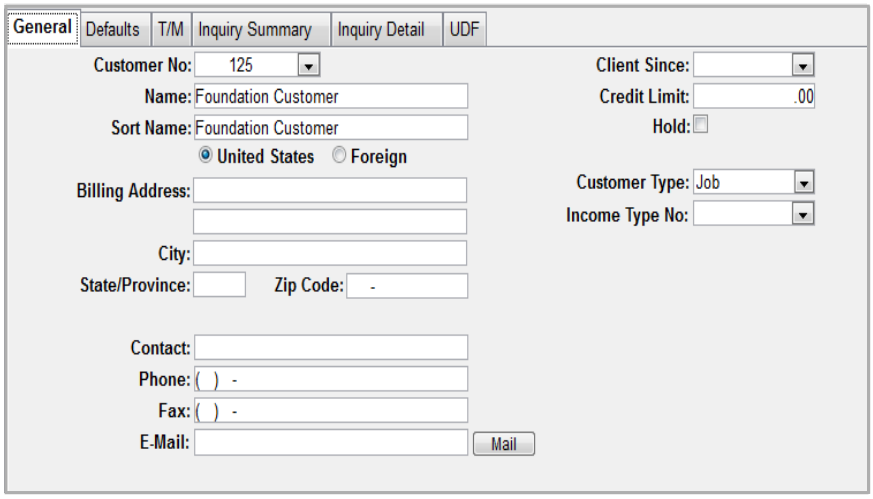
Accounts Receivable Maintenance

Accounts Receivable Vocabulary	
Bill/Ship To Address	An alternate address for a customers that can be used to indicated additional shipping information.
Customers	The people who pay you for work you have completed.
Sales Tax Authorities	State and local authorities that determine the taxable rate. While they are called “sales” tax authorities, these records can be used to track both sales and use tax.
Sales Tax Reporting Classes	Categories you can use to sort and group sales tax authorities for reporting purposes.
Terms	Payment terms that calculate the due dates of invoices and any applicable discounts.
Units Of Measure	Records used to describe a quantity of items or the size of a task.

A/R Customer Record

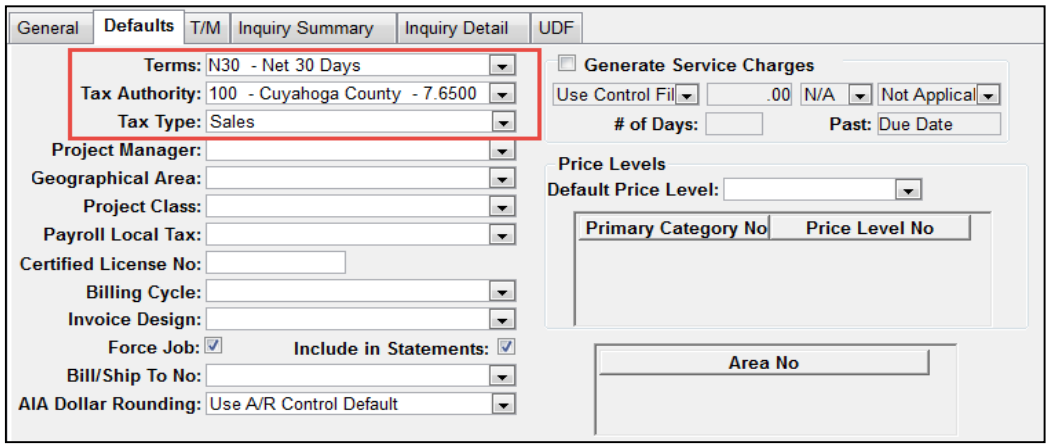
Customers are the people who will be paying you for work you have completed. Below are screen shots and brief explanations of the some of the important Customer Record tabs (Accounts Receivable > Maintenance > Customers). Someone from you training team will discuss Customer Records in more depth.

Customer "General" Tab



On the "General" tab of the Customer Record, you will enter basic information, like the customer's name, address, and phone number.

Customer "Defaults" Tab



On the "Defaults" tab, you can set certain items to default when you use this customer.

For example, you can set terms, a tax authority, and a tax type to default when this customer is selected on an accounts receivable invoice.

Job Costing Maintenance

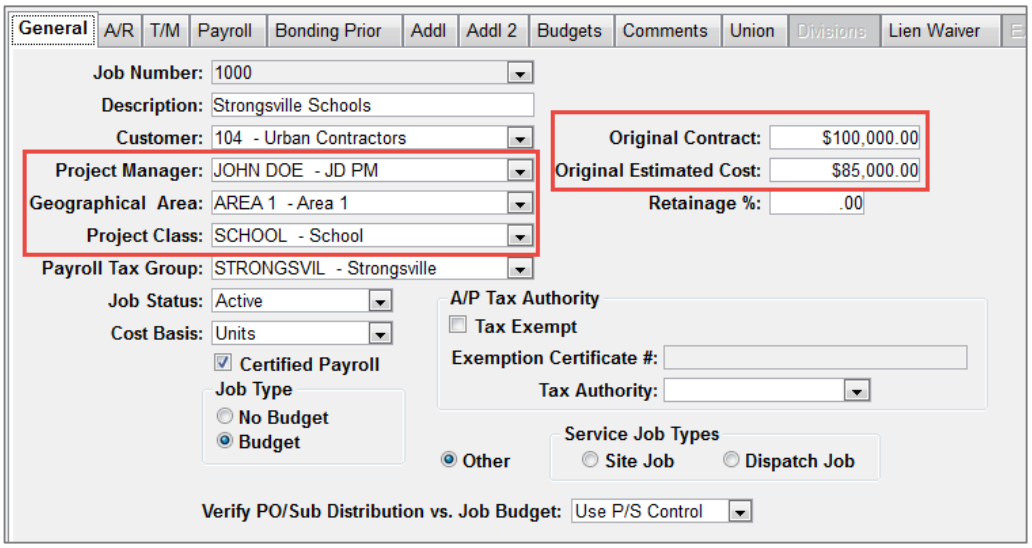
Setting up the Job Costing Module is a key part of your setup because it determines the detail level of your job costing. This information can help you improve your business and aids in the tracking of your real costs vs. your budgeted costs.

Job Costing Maintenance Vocabulary	
Cost Codes	Cost codes allow you categorize total job expense by activity, or by important aspects of the job.
Cost Classes	Cost classes represent the basic cost performed on a job. For example, labor, material, etc.
Phases	Phases are a method for tracking jobs that are divided into several sub-jobs or portions of the project. This allows you to classify job cost by the portion of the project in which it was used. For example, if a building is four stories tall, phase 1 can represent the first floor, phase 2 can represent the second floor, and so on.
Sort	The manner in which a list or report is organized. For example, you can sort by employee name or job number.
Project Classes	A project class is a label you can put on a job to organize and sort job cost reports. For example, commercial, residential, etc.
Cost Code Groups	A cost code group is a label you can put on a cost code. You can then sort and organize your job cost reports by cost code groups. Cost code group examples include installation, demolition, etc. Please note that using cost code groups is optional.
Geographic Areas	A geographic area is a label you can put on a job to organize and sort job cost reports. For example, states, counties, etc.
Project Manager	A person that is in charge of a job.
User Defined Sorts	Custom sorting options you can define in the Job Costing Module.

Job Records

Job Records are an important part of FOUNDATION, as they serve as a central point around which accounts payable, accounts receivable, and job costing information is entered. Below we will discuss some of the important aspects of the Job Record.

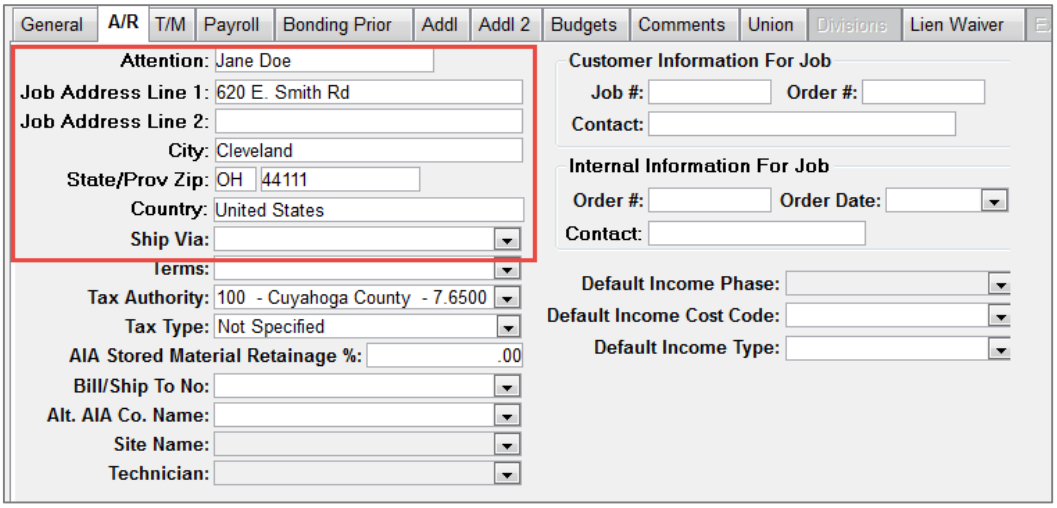
"General" Tab



On the "General" tab of the Job Record, you can set up fields that you can use to sort reports. The *Project Manager, Geographical Area,* and *Project Class* fields can all be used to sort job costing reports.

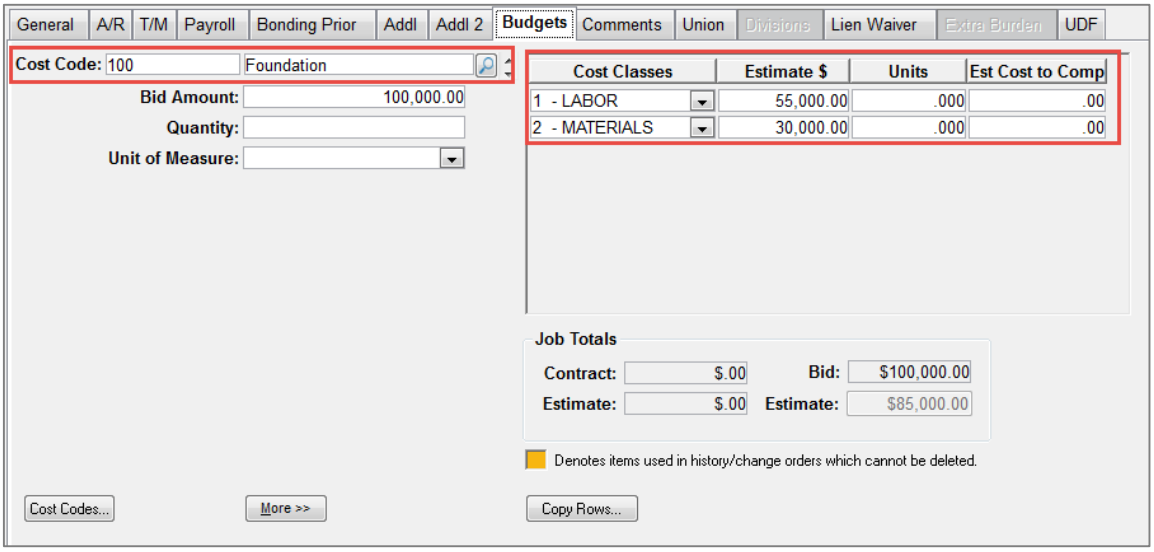
Additionally, you can fill out the *Original Contract* and *Original Estimated Cost* fields on the "General" tab.

"A/R" Tab



On the "A/R" tab of the Job Record, you can enter the job address information as you want it to print on a purchase order or invoice.

Job Record "Budgets" Tab



On the "Budgets" tab, you can provide more information if you are entering detailed job budgets into FOUNDATION.

Cost Codes

In FOUNDATION, cost codes are used to classify the type of work being performed on a job. Your system comes with one predefined cost code that will serve as the default if you do not add other cost codes, but you might want to consider defining more. By defining more cost codes, you will expand your reporting capabilities. For example, with more cost codes you can break down the costs of your jobs even more when you are running reports.

Below is an example of the detail you would get from running a report without cost codes.

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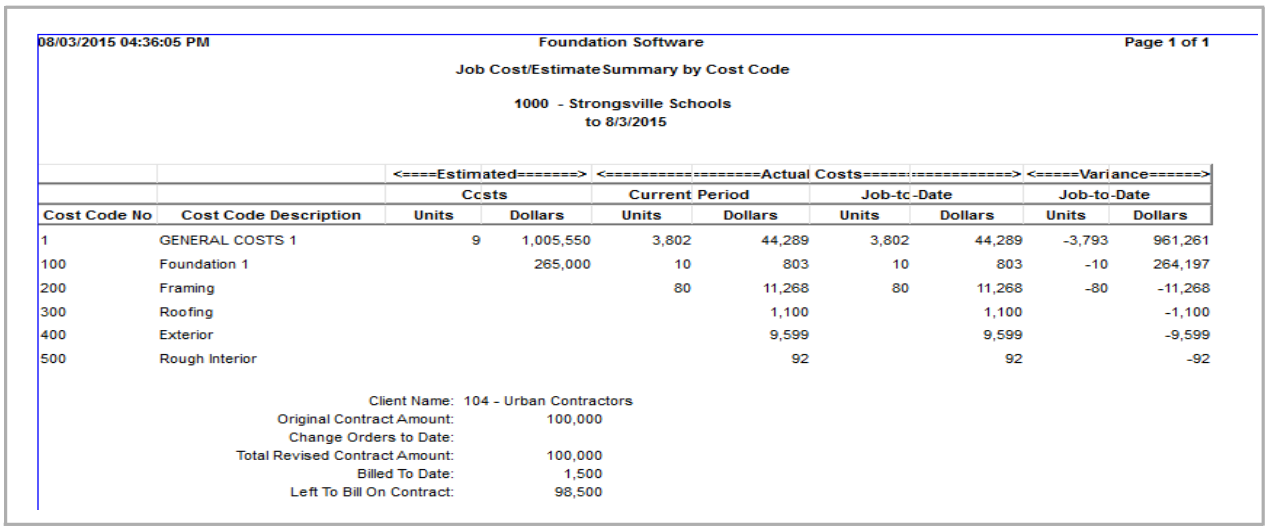
Job Cost/Estimate Summary by Class

1000 - Strongsville Schools
to 8/3/2015

	<======Estimated======>		<========== Actual Costs ======>		<==========		<========Variance======>	
	Costs		Current Period		Job-to-Date		Job-to-Date	
Classes	Units	Dollars	Units	Dollars	Units	Dollars	Units	Dollars
LABOR	3	1,000,100	1,884	32,952	1,884	32,952	-1,881	967,148
MATERIALS	4	5,000	7	17,351	7	17,351	-3	-12,351
SUBCONTRACTORS	1	150	8	10,199	8	10,199	-7	-10,049
BURDEN	1	300	1,874	3,662	1,874	3,662	-1,873	-3,362
	9	1,005,550	3,772	64,163	3,772	64,163	-3,763	941,387

Client Name: 104 - Urban Contractors
Original Contract Amount: 100,000
Change Orders to Date:
Total Revised Contract Amount: 100,000
Billed To Date:
Left To Bill On Contract: 100,000

Below is an example of the detail you can get by using more cost codes. This report is more detailed, as it is broken down by more aspects of the job.



08/03/2015 04:36:05 PM — Foundation Software — Page 1 of 1

Job Cost/Estimate Summary by Cost Code

1000 - Strongsville Schools
to 8/3/2015

		<====Estimated=======>		<==========Actual Costs======>				<======Variance======>	
		Costs		Current Period		Job-to-Date		Job-to-Date	
Cost Code No	Cost Code Description	Units	Dollars	Units	Dollars	Units	Dollars	Units	Dollars
1	GENERAL COSTS 1	9	1,005,550	3,802	44,289	3,802	44,289	-3,793	961,261
100	Foundation 1		265,000	10	803	10	803	-10	264,197
200	Framing			80	11,268	80	11,268	-80	-11,268
300	Roofing				1,100		1,100		-1,100
400	Exterior				9,599		9,599		-9,599
500	Rough Interior				92		92		-92

Client Name:	104 - Urban Contractors
Original Contract Amount:	100,000
Change Orders to Date:	
Total Revised Contract Amount:	100,000
Billed To Date:	1,500
Left To Bill On Contract:	98,500

The above reports are just two examples of the different reports in FOUNDATION. You can even create a variety of custom reports that include the cost class breakdown for each cost code.

Payroll Maintenance

Payroll Vocabulary	
Departments	A way to group employees by where their wages and burden are sent in the general ledger.
Trades	A way of labeling employees by how a union/prevailing wage might define them or by the tasks they perform. For example, a journeyman, apprentice, or administrative employee.
Earn Codes	The type of earnings given to an employee. Earn codes determine how the system calculates earnings. For example, overtime, regular, wages, or salary.
Benefit Types	Labels that allow you to divide and classify union/prevailing wage benefits for certified payroll reporting.
Compute Payroll	The process in which FOUNDATION combines your predetermined settings (taxes, union deductions, etc.) with the hours and/or amounts from the timecard, and verifies payroll can post correctly.
Purge Computed Payroll	Clears the system of the previously computed timecards that have been posted. In many cases, purged payroll can be recomputed.
Pre-Check Registers	Fourteen different reports that reflect the current computed payroll **before** it is posted. This is where you can review payroll before posting it.
Current Adjustments	A type of timecard that allows you to change the calculated figure on an employee's pre-check register before it becomes official.
History Adjustments	A type of timecard that allows you to change an aspect of an employee's payroll history. For example, you can correct a tax amount.
Pay Period	A method of grouping paychecks. You can set the beginning and end of the pay period, as well as the check/transaction date. For example, weekly or biweekly.

Payroll Vocabulary	
Payment Groups	A tool that allows you to issue multiple paychecks to an employee in the same payroll week. For example, if you issue overtime or reimbursement checks separately, you would set up two payment groups so the amounts are not combined on one check.
Minority Groups	A labeling system that allows you track the different types of work a minority may perform for your business.
Tax Groups	A way of combining several taxes, often local, into one place.
Workers' Comp Exposure Groups	A tool that helps accrue and report on exposure and premiums in workers' compensation.
Miscellaneous Deductions	Deductions, other than taxes or union dues that are taken from the employee's payroll check. These deductions can specify employer matching, for example, a 401K or health insurance.
Pre-Post Copy	A method of creating an entire database backup as of the moment you perform the copy. When you perform a pre-post copy, the previous copy is overwritten.
Post	Sending a transaction to the general ledger. Once a transaction is posted, it becomes an official account transaction in FOUNDATION.
Sequencing	The order in which the system looks for information. For example, the system might find the W/C state on the Employee, Job, or Cost Code Records. Sequencing determines the order in which it looks at those records.

P

Properly Setting up P/R Departments for Today and Future

- **P/R Departments – Defaulted/sequenced from job, employee, or cost code**
- **The department is usually the best place to default from**
    - **All P/R defaults can be set up the Department Record**
        - Wages
        - Taxes
        - Workers Comp
        - Divisions
        - Employer Benefits & Contributions
        - Burdens
        - Extra Burdens
- **Typical P/R Departments**
    - Office
    - Officer
    - Field
    - Shop
- **Best Practice – Set up a department for each wage G/L account you have on your P&L**
    - **If you use divisions, you might need departments for each division and wage account if a job needs to hit more than one division**
        - Office - OH
        - Office – CA
        - Officer – OH
        - Field – OH
        - Field – CA
        - Shop – OH
        - Shop – CA
- **Add *every earn code* to each department and set them up to default to the proper G/L account**
    - **Practical Example –** You may not commission your field today or have salaried field employees. However, someday you might. Unless you have it set up correctly, you won't remember to add this to your setup and FOUNDATION will not stop you from using an earn code that doesn't exist on a department. It will just use the secondary default which could be incorrect. Setting up every earn code on each department will at least protect you from an unnecessary mistakes.
- **Set up an overhead job for each department and default the department to the job (only if multiple departments will *not* hit the job). The question is will more than one department hit a job. If yes, then you want to default departments to the employee or cost code.**

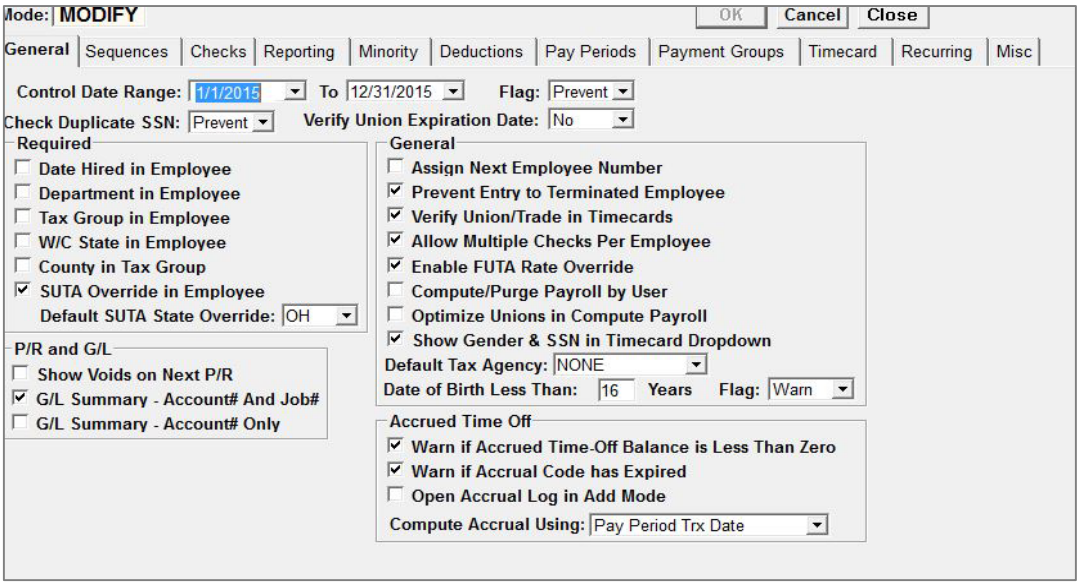
Testing (prior to posting) to make sure defaults are working properly

- Payroll G/L Register – Look at the G/L Summary
- A/P Posting Register – Look at the G/L Summary
- A/R Posting Register – Look at the G/L Summary
- E/Q Posting Registers – Look at the G/L Summary
- Inventory Posting Registers – Look at the G/L Summary
    - **Make sure all accounts are getting properly hit**
    - **If using Divisions, make sure no Error Divisions are getting hit**
    - **It is 300% easier to fix prior to posting than after**

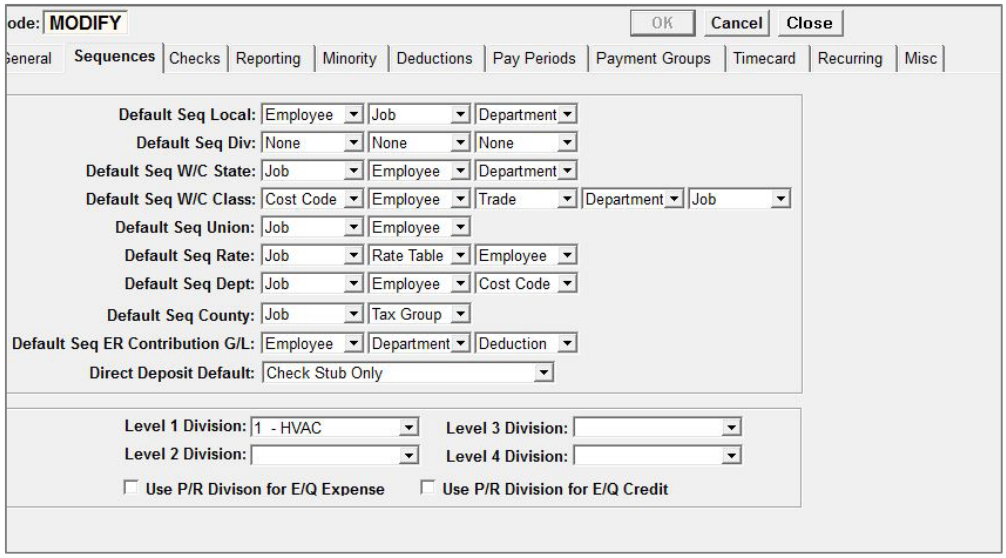
Payroll Control File

Try not to change anything in the Payroll Control File without checking with your trainer or a support representative. Because these settings control how FOUNDATION operates, we need to be aware your control file settings to properly train and guide you.

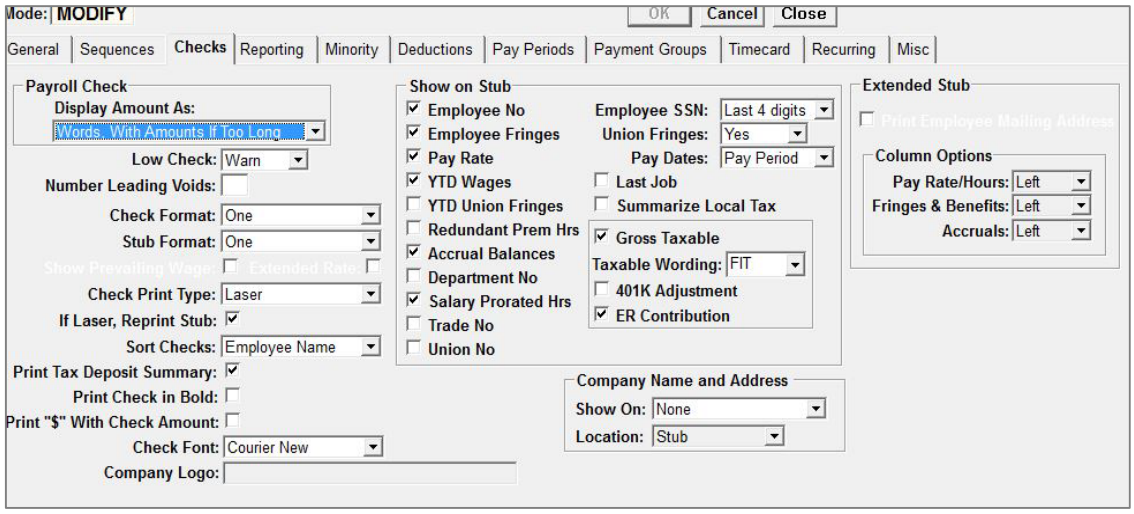
"General" Tab



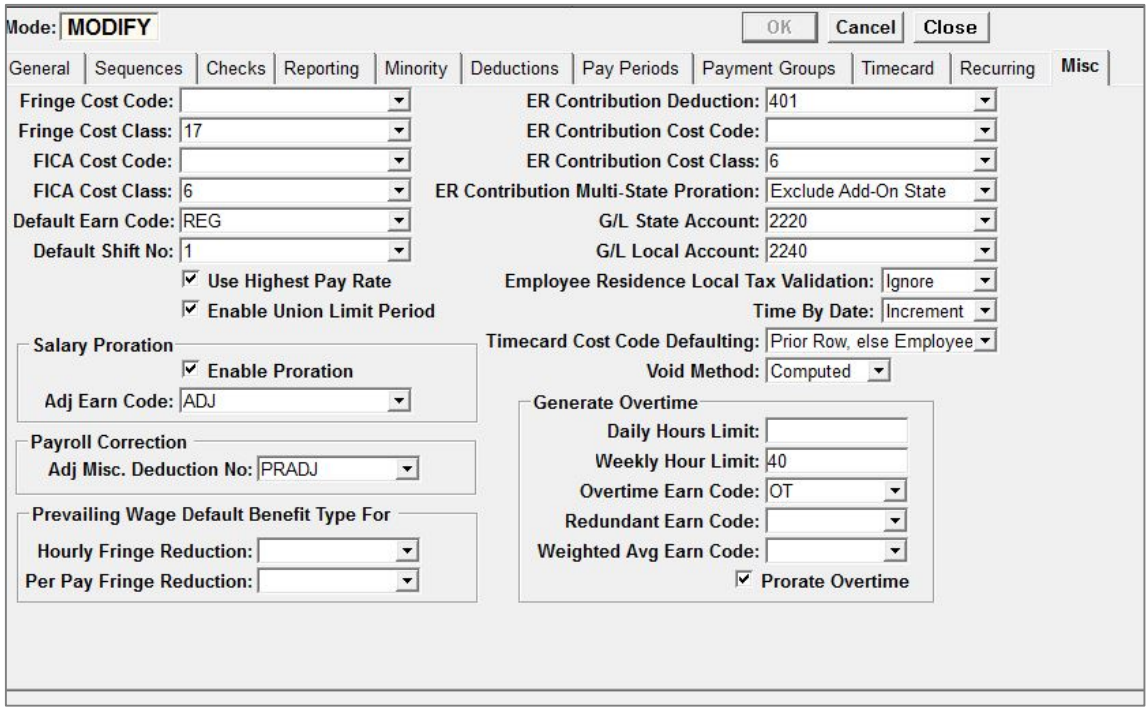
“Sequences” Tab



“Checks” Tab



"Misc." Tab

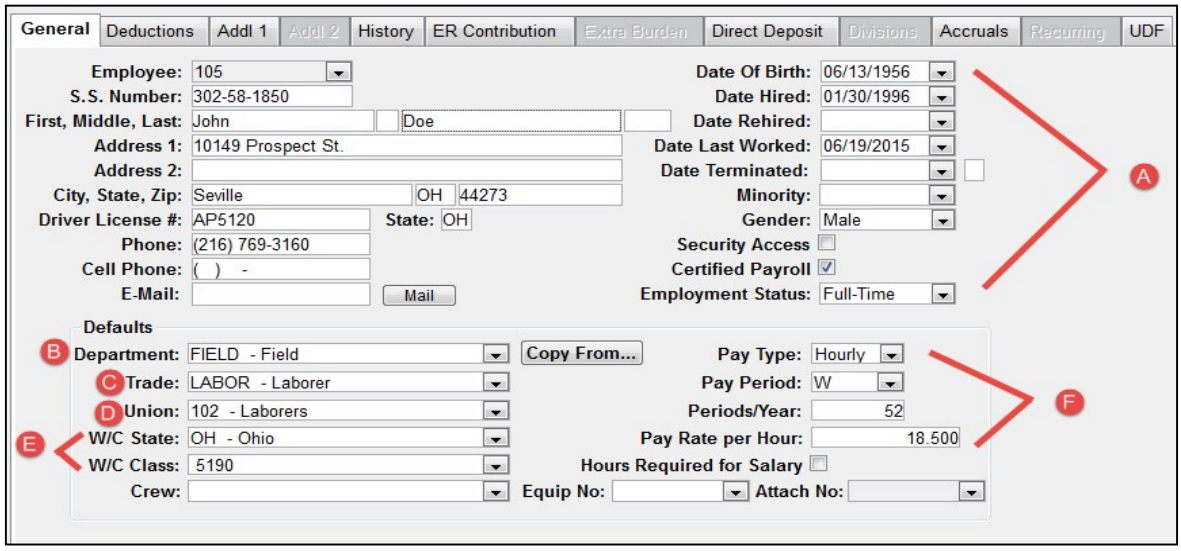

Mode: MODIFY
OK
Cancel
Close
General
Sequences
Checks
Reporting
Minority
Deductions
Pay Periods
Payment Groups
Timecard
Recurring
Misc
Fringe Cost Code:
Fringe Cost Class: 17
FICA Cost Code:
FICA Cost Class: 6
Default Earn Code: REG
Default Shift No: 1
Use Highest Pay Rate
Enable Union Limit Period
Salary Proration
Enable Proration
Adj Earn Code: ADJ
Payroll Correction
Adj Misc. Deduction No: PRADJ
Prevailing Wage Default Benefit Type For
Hourly Fringe Reduction:
Per Pay Fringe Reduction:
ER Contribution Deduction: 401
ER Contribution Cost Code:
ER Contribution Cost Class: 6
ER Contribution Multi-State Proration: Exclude Add-On State
G/L State Account: 2220
G/L Local Account: 2240
Employee Residence Local Tax Validation: Ignore
Time By Date: Increment
Timecard Cost Code Defaulting: Prior Row, else Employee
Void Method: Computed
Generate Overtime
Daily Hours Limit:
Weekly Hour Limit: 40
Overtime Earn Code: OT
Redundant Earn Code:
Weighted Avg Earn Code:
Prorate Overtime

Employee Maintenance

Now that we have completed the setup for departments, workers' comp, unions, prevailing wage, and tax tables, we can set up your Employee Records (Payroll > Maintenance > Employees). We had to set up the other maintenance items first because that information is necessary to set your employees up in FOUNDATION.

On the "General" tab, you will enter the employee's personal information, as well as some default information that will be pulled into timecards for the employee.

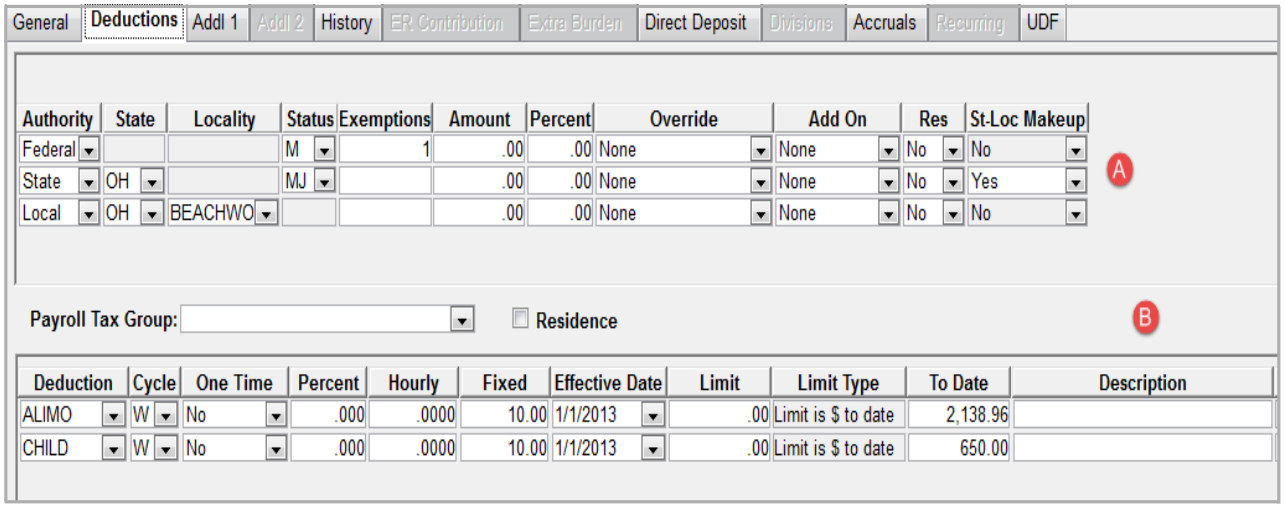
Employee Record "General" Tab



A	Personal Information	The top half of window contains fields for all of the employee's personal information.
B	Department	Select the department this employee usually works under.
C	Trade	Select the employee's normal work activity.
D	Union	Select the employee's home union, if applicable.
E	Workers' Comp	Select the default workers' comp information.
F	Pay Information	In the various pay-related fields, enter the appropriate pay settings. If the employee is in a union, you do not have to enter a pay rate.

On the “Deduction” tab, you will configure the employee’s tax and miscellaneous deductions settings.

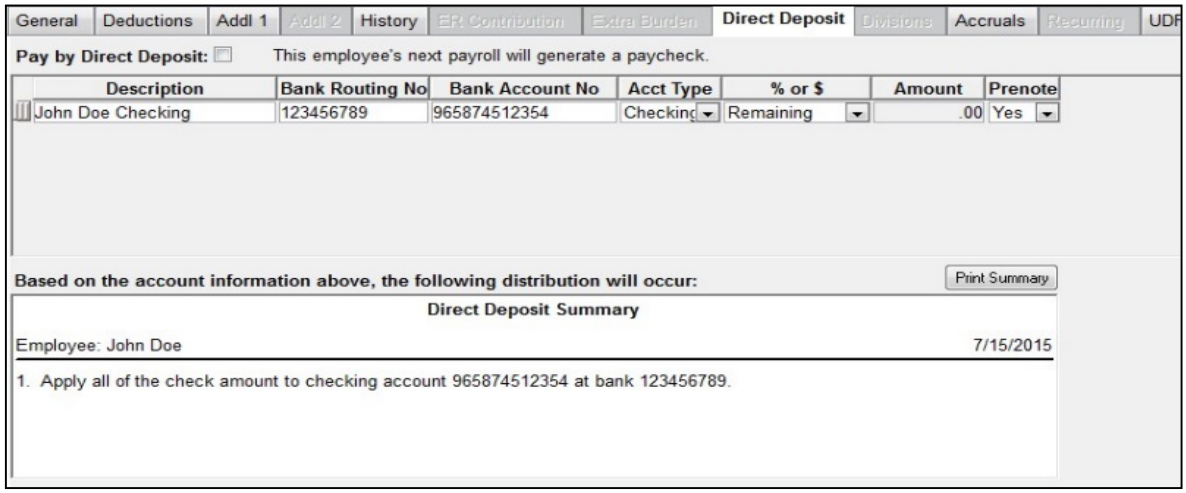
“Deductions” Tab



A	Tax Withholding Section	The top half of window is where you enter the employee’s federal, state, and local tax withholding information.
B	Miscellaneous Deduction Section	The bottom half of the window is where you enter miscellaneous deductions.

On the “Direct Deposit” tab you can add direct deposit information for the employee’s paycheck.

“Direct Deposit”



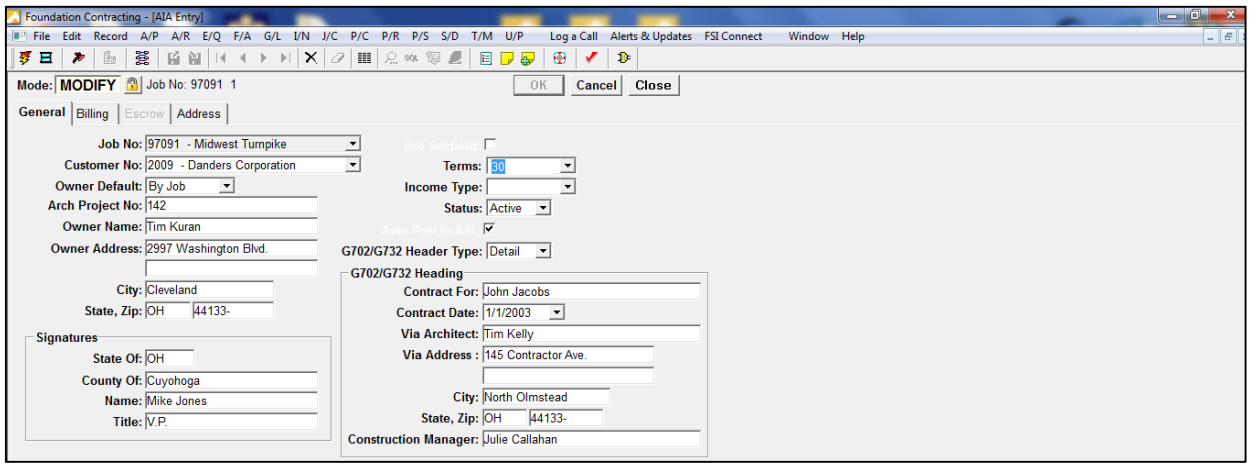
Accounts Receivable

Now we will discuss A/R invoices and the different invoice format options that can be created in the genies as well as how to import the AIA Schedule of Values.

AIAs

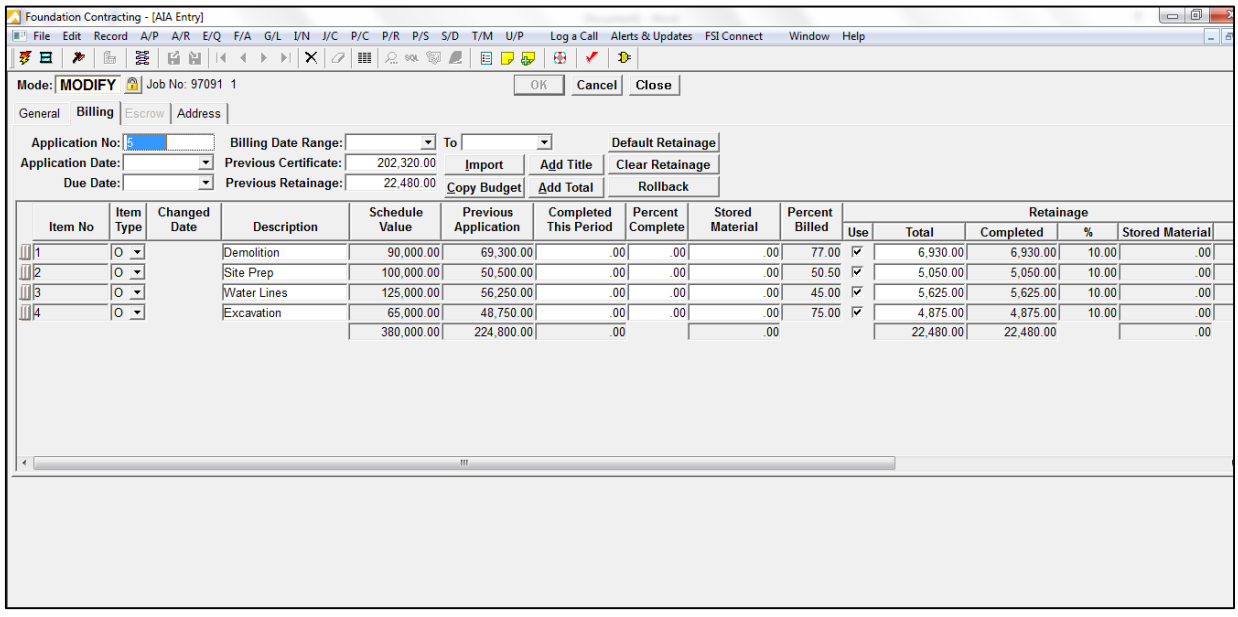
The information you enter on the “General” tab of the AIA Entry window will be printed on the header of your AIA billing.

“General” Tab


Foundation Contracting - [AIA Entry]
File Edit Record A/P A/R E/Q F/A G/L I/N J/C P/C P/R P/S S/D T/M U/P Log a Call Alerts & Updates FSI Connect Window Help
Mode: MODIFY Job No: 97091 1
OK Cancel Close
General Billing Escrow Address
Job No: 97091 - Midwest Turnpike
Customer No: 2009 - Danders Corporation
Owner Default: By Job
Arch Project No: 142
Owner Name: Tim Kuran
Owner Address: 2997 Washington Blvd.
City: Cleveland
State, Zip: OH 44133-
Signatures
State Of: OH
County Of: Cuyohoga
Name: Mike Jones
Title: V.P.
Terms: 30
Income Type:
Status: Active
G702/G732 Header Type: Detail
G702/G732 Heading
Contract For: John Jacobs
Contract Date: 1/1/2003
Via Architect: Tim Kelly
Via Address : 145 Contractor Ave.
City: North Olmstead
State, Zip: OH 44133-
Construction Manager: Julie Callahan

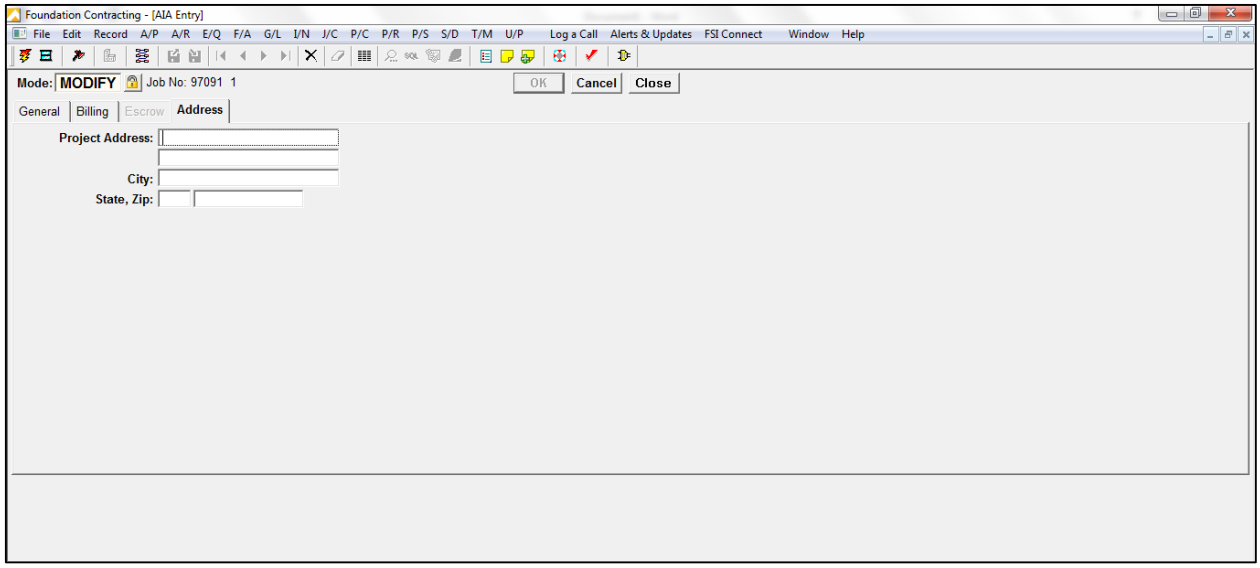
On the “Billing” tab, you will enter your schedule of values. Each time you modify an AIA Billing Record, FOUNDATION will automatically update the billing and increment your application numbers.

“Billing” Tab


Foundation Contracting - [AIA Entry]
Mode: MODIFY Job No: 97091 1
OK Cancel Close
General Billing Escrow Address
Application No: 5
Application Date:
Due Date:
Billing Date Range:
To
Previous Certificate: 202,320.00
Previous Retainage: 22,480.00
Import
Copy Budget
Add Title
Add Total
Default Retainage
Clear Retainage
Rollback
Item No | Item Type | Changed Date | Description | Schedule Value | Previous Application | Completed This Period | Percent Complete | Stored Material | Percent Billed | Retainage: Use | Total | Completed | % | Stored Material
1 O Demolition 90,000.00 69,300.00 .00 .00 .00 77.00 6,930.00 6,930.00 10.00 .00
2 O Site Prep 100,000.00 50,500.00 .00 .00 .00 50.50 5,050.00 5,050.00 10.00 .00
3 O Water Lines 125,000.00 56,250.00 .00 .00 .00 45.00 5,625.00 5,625.00 10.00 .00
4 O Excavation 65,000.00 48,750.00 .00 .00 .00 75.00 4,875.00 4,875.00 10.00 .00
380,000.00 224,800.00 .00 .00 22,480.00 22,480.00 .00

On the “Address” tab, you can enter an AIA-specific project address to display on the header. If you leave this tab blank, the job or customer address will be used.

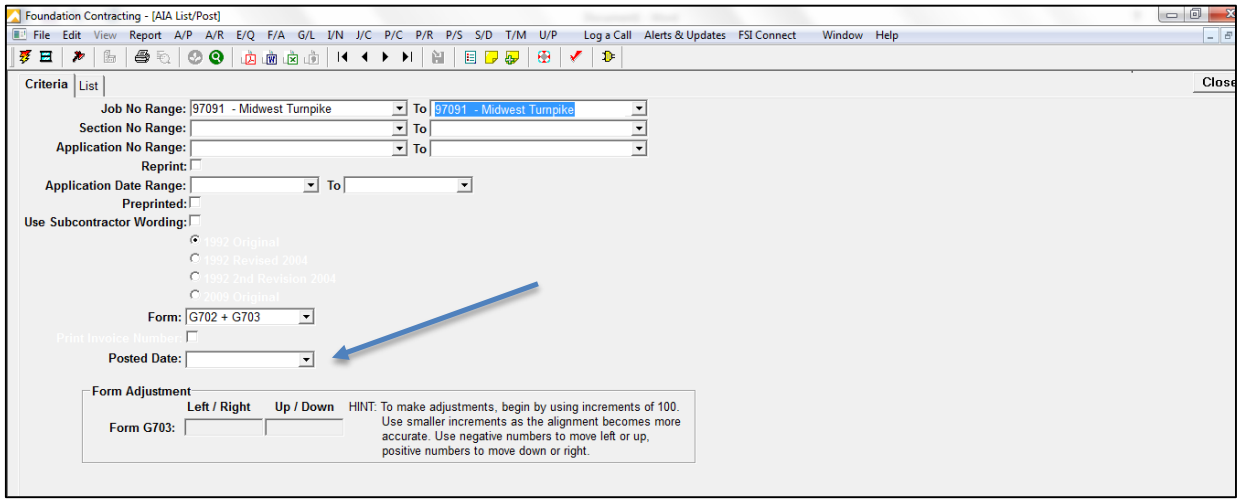
“Address” Tab


Foundation Contracting - [AIA Entry]
File Edit Record A/P A/R E/Q F/A G/L I/N J/C P/C P/R P/S S/D T/M U/P Log a Call Alerts & Updates FSI Connect Window Help
Mode: MODIFY Job No: 97091 1
OK Cancel Close
General Billing Escrow Address
Project Address:
City:
State, Zip:

AIA List/Post Window

When you are ready to post an AIA billing, you will click the list button, which will take you to the AIA List/Post window. Enter your criteria and click on the “List” tab. Please note that to post the AIA billing, you **must** enter a date in the *Posted Date* field.

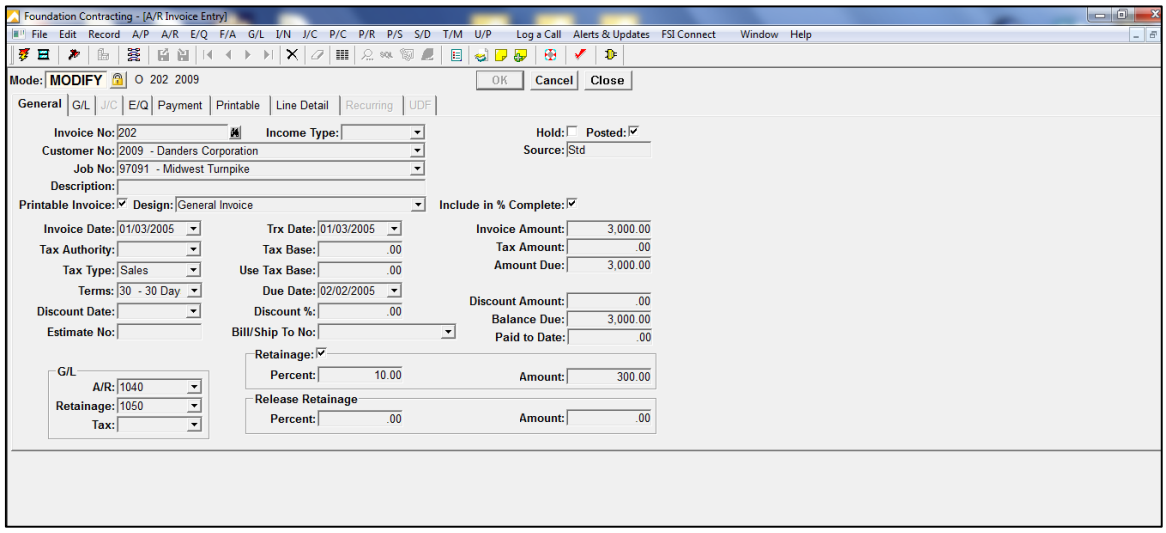
“Criteria” Tab


Foundation Contracting - [AIA List/Post]
File Edit View Report A/P A/R E/Q F/A G/L I/N J/C P/C P/R P/S S/D T/M U/P Log a Call Alerts & Updates FSI Connect Window Help
Criteria List
Close
Job No Range: 97091 - Midwest Turnpike To 97091 - Midwest Turnpike
Section No Range: To
Application No Range: To
Reprint:
Application Date Range: To
Preprinted:
Use Subcontractor Wording:
1992 Original
1992 Revised 2004
1992 2nd Revision 2004
2009 Original
Form: G702 + G703
Print Invoice Number:
Posted Date:
Form Adjustment
Left / Right
Up / Down
Form G703:
HINT: To make adjustments, begin by using increments of 100. Use smaller increments as the alignment becomes more accurate. Use negative numbers to move left or up, positive numbers to move down or right.

A/R Invoices

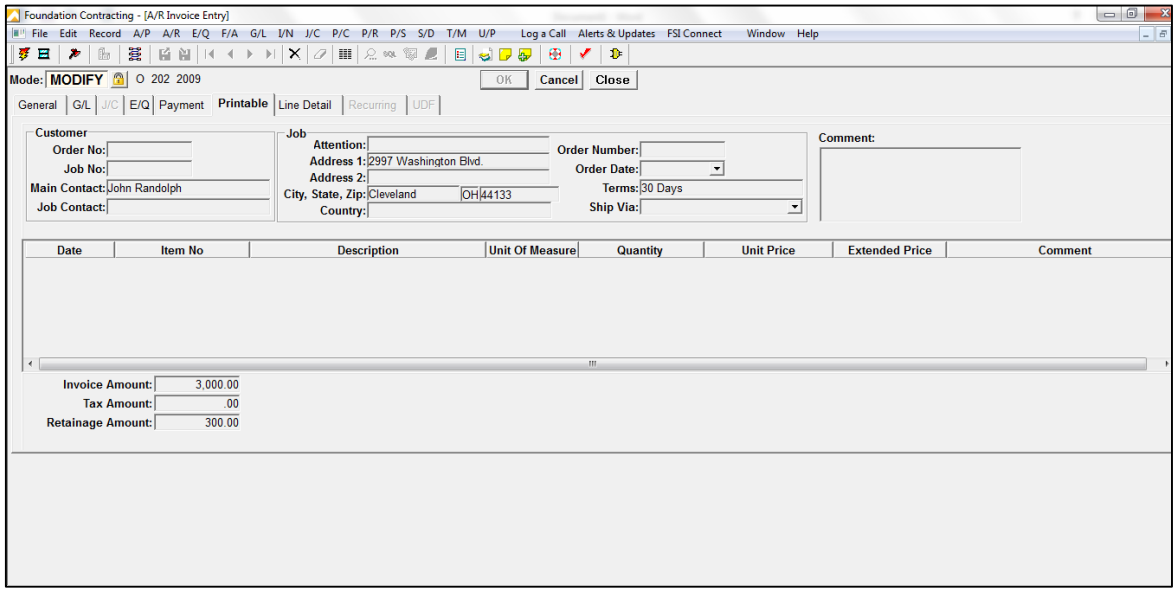
On the A/R Invoice "General" tab, you will enter a majority of the invoice information. If your Job Records and Customer Records include default information, some information will default in for you.

"General" Tab



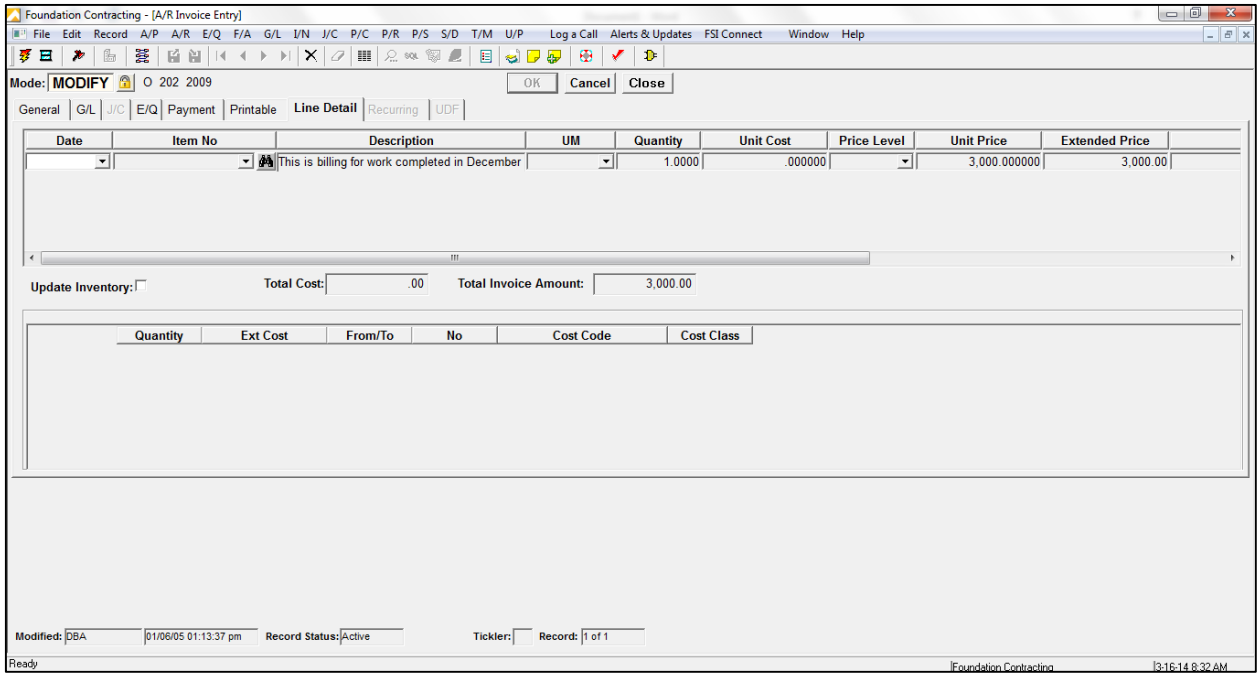
The "Printable" tab is available to you if you enable the *Printable Invoice* checkbox on the "General" tab. If you do not have the Inventory Module, use this tab to enter information that you want to appear on the body of a printed invoice. If you have the Inventory Module, use this tab to control what will display on the header and footer of the invoice.

"Printable" Tab



The “Line Detail” tab is available if you have the Inventory Module and the *Printable Invoice* checkbox on the “General” tab enabled. On this tab you can enter inventory items you want to display on the invoice.

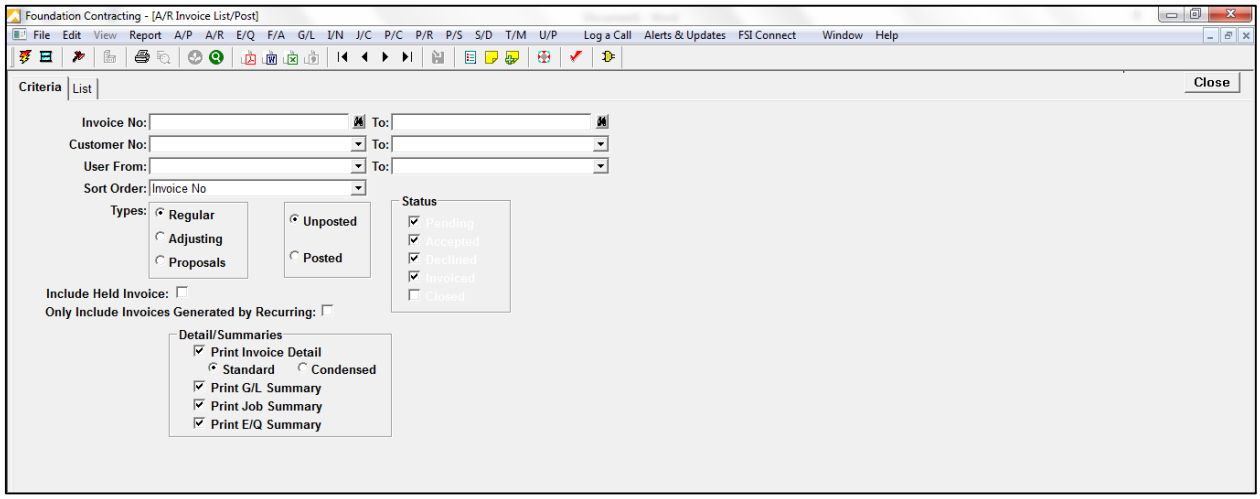
“Line Detail” Tab



The A/R Invoice List/Post Window

On the A/R Invoice List/Post window “Criteria” tab, you can enter criteria to determine what invoices will display on the Accounts Receivable Invoice List.

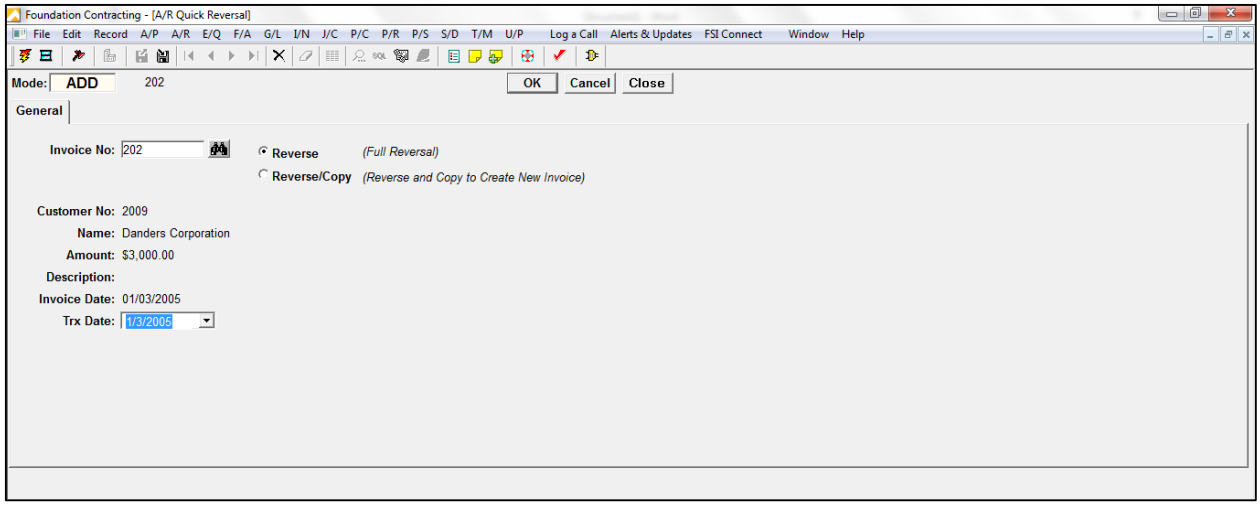
“Criteria” Tab



The A/R Quick Reversal Window

On the A/R Quick Reversal window, you can choose to fully reverse an A/R invoice or reverse the invoice and copy it to create a new invoice.

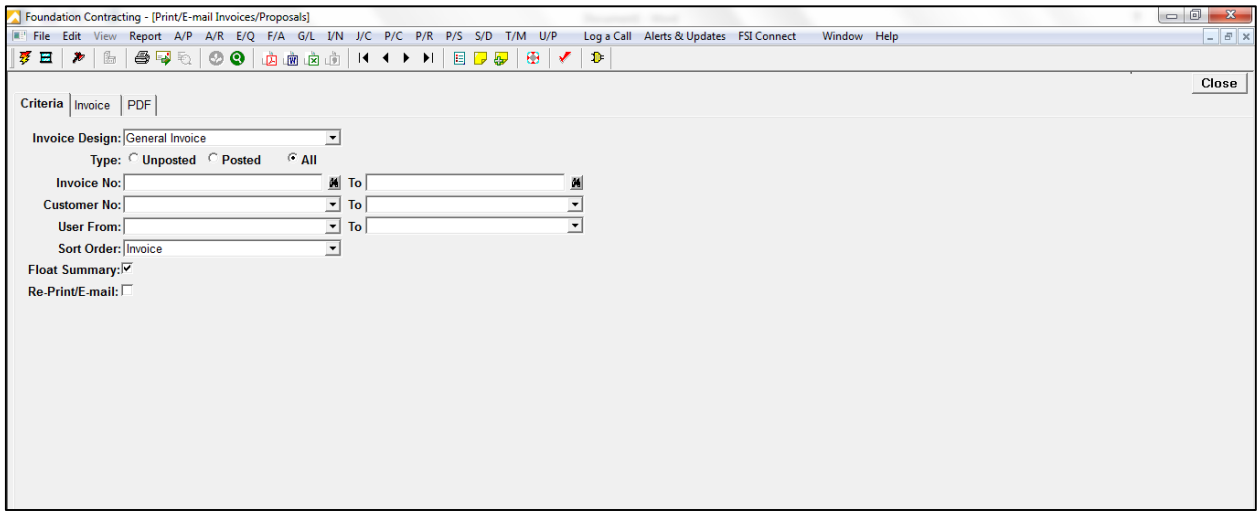
"General" Tab


Foundation Contracting - [A/R Quick Reversal]
File Edit Record A/P A/R E/Q F/A G/L I/N J/C P/C P/R P/S S/D T/M U/P Log a Call Alerts & Updates FSI Connect Window Help
Mode: ADD 202
OK Cancel Close
General
Invoice No: 202
Reverse (Full Reversal)
Reverse/Copy (Reverse and Copy to Create New Invoice)
Customer No: 2009
Name: Danders Corporation
Amount: $3,000.00
Description:
Invoice Date: 01/03/2005
Trx Date: 1/3/2005

The Print/E-mail Invoices/Proposals Window

On the Print/E-mail Invoices/Proposals Window "Criteria" tab, enter criteria to determine which invoices will be available on the "Invoice" tab for printing and e-mailing.

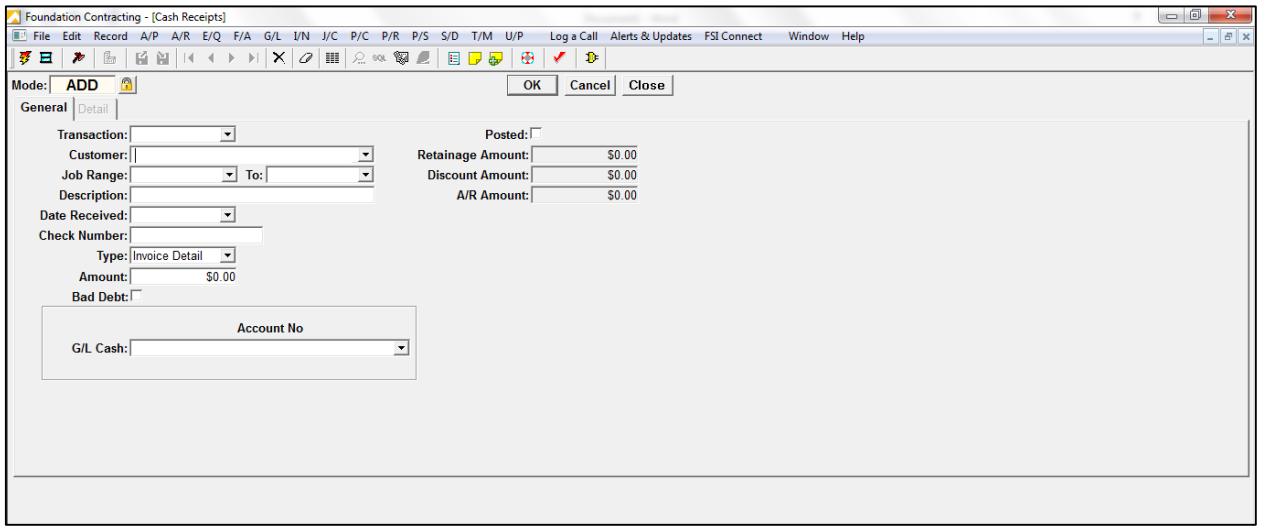
"Criteria" Tab


Foundation Contracting - [Print/E-mail Invoices/Proposals]
File Edit View Report A/P A/R E/Q F/A G/L I/N J/C P/C P/R P/S S/D T/M U/P Log a Call Alerts & Updates FSI Connect Window Help
Close
Criteria Invoice PDF
Invoice Design: General Invoice
Type: Unposted Posted All
Invoice No: To
Customer No: To
User From: To
Sort Order: Invoice
Float Summary:
Re-Print/E-mail:

The Cash Receipts Window

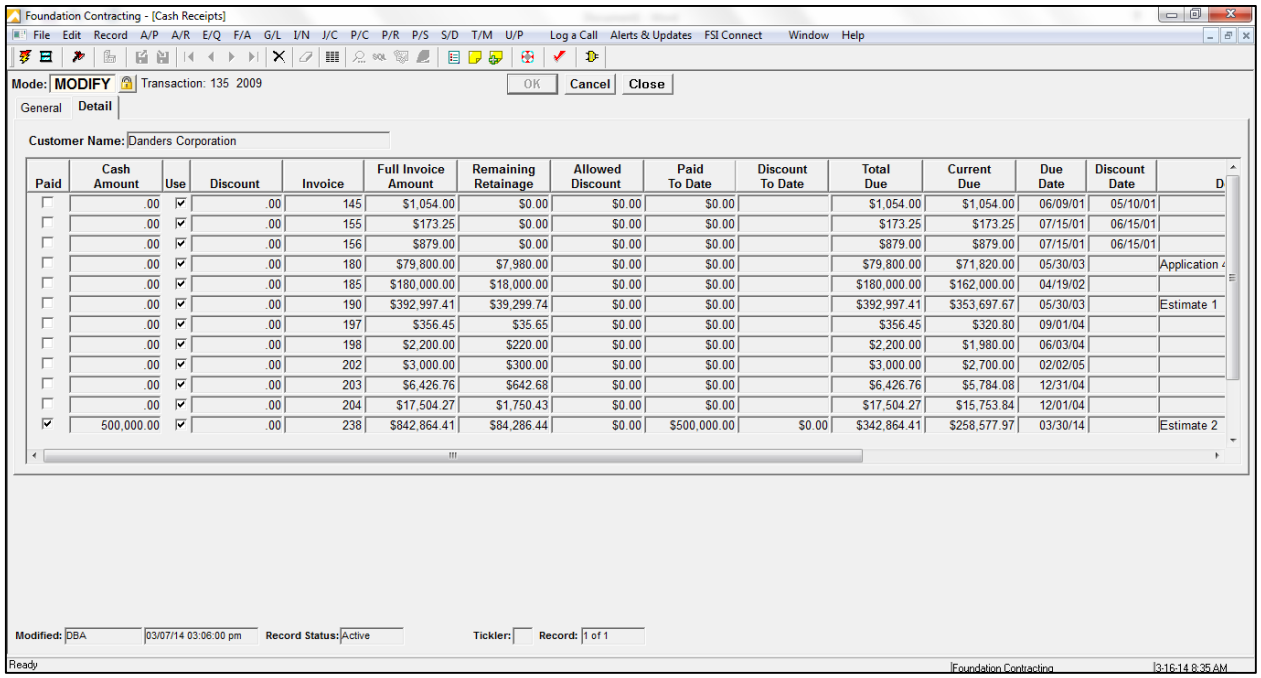
When you receive payments from customers, you will enter the payments as cash receipts into FOUNDATION. On the "General" tab, you will enter information, like the customer and job for which the payment will be applied.

"General" Tab



On the "Detail" tab, you will select the invoices to which the payment will be applied.

"Detail" Tab

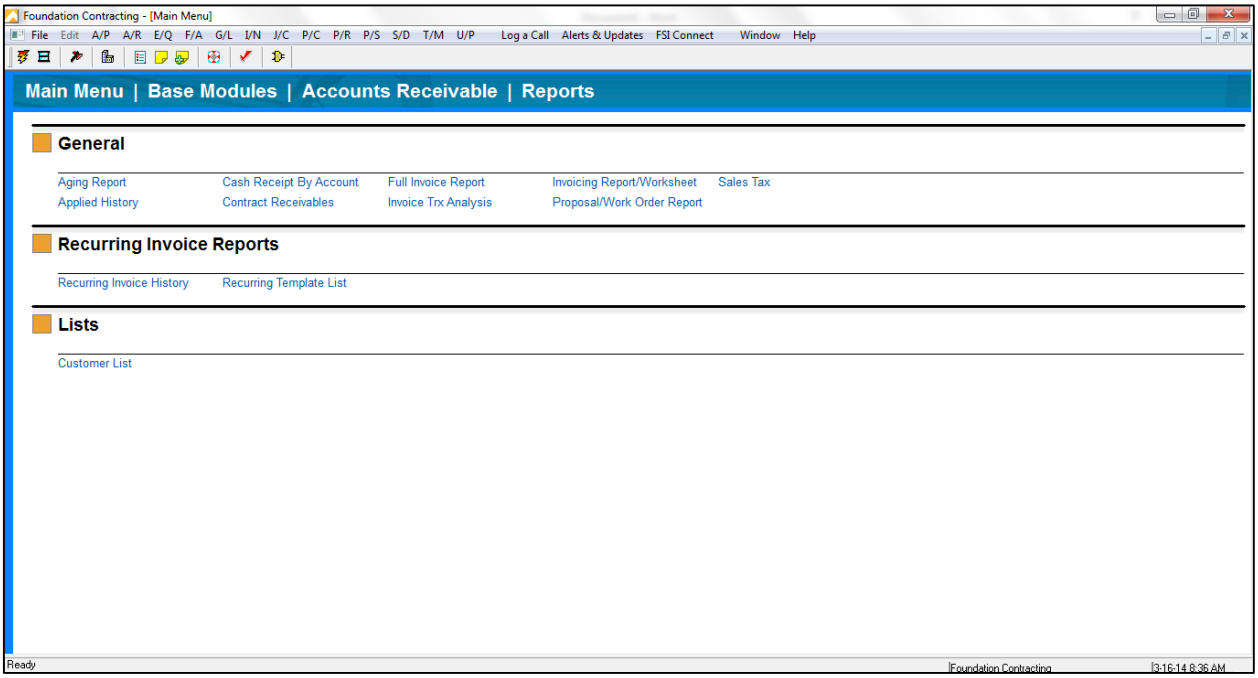

Foundation Contracting - [Cash Receipts]
File Edit Record A/P A/R E/Q F/A G/L I/N J/C P/C P/R P/S S/D T/M U/P Log a Call Alerts & Updates FSI Connect Window Help
Mode: MODIFY Transaction: 135 2009
OK Cancel Close
General Detail
Customer Name: Danders Corporation
Modified: DBA 03/07/14 03:06:00 pm Record Status: Active Tickler: Record: 1 of 1
Ready
Foundation Contracting
3-16-14 8:35 AM

Paid	Cash Amount	Use	Discount	Invoice	Full Invoice Amount	Remaining Retainage	Allowed Discount	Paid To Date	Discount To Date	Total Due	Current Due	Due Date	Discount Date	D
☐	.00	☑	.00	145	$1,054.00	$0.00	$0.00	$0.00		$1,054.00	$1,054.00	06/09/01	05/10/01	
☐	.00	☑	.00	155	$173.25	$0.00	$0.00	$0.00		$173.25	$173.25	07/15/01	06/15/01	
☐	.00	☑	.00	156	$879.00	$0.00	$0.00	$0.00		$879.00	$879.00	07/15/01	06/15/01	
☐	.00	☑	.00	180	$79,800.00	$7,980.00	$0.00	$0.00		$79,800.00	$71,820.00	05/30/03		Application 4
☐	.00	☑	.00	185	$180,000.00	$18,000.00	$0.00	$0.00		$180,000.00	$162,000.00	04/19/02		
☐	.00	☑	.00	190	$392,997.41	$39,299.74	$0.00	$0.00		$392,997.41	$353,697.67	05/30/03		Estimate 1
☐	.00	☑	.00	197	$356.45	$35.65	$0.00	$0.00		$356.45	$320.80	09/01/04		
☐	.00	☑	.00	198	$2,200.00	$220.00	$0.00	$0.00		$2,200.00	$1,980.00	06/03/04		
☐	.00	☑	.00	202	$3,000.00	$300.00	$0.00	$0.00		$3,000.00	$2,700.00	02/02/05		
☐	.00	☑	.00	203	$6,426.76	$642.68	$0.00	$0.00		$6,426.76	$5,784.08	12/31/04		
☐	.00	☑	.00	204	$17,504.27	$1,750.43	$0.00	$0.00		$17,504.27	$15,753.84	12/01/04		
☑	500,000.00	☑	.00	238	$842,864.41	$84,286.44	$0.00	$500,000.00	$0.00	$342,864.41	$258,577.97	03/30/14		Estimate 2

A/R Reports Menu

To access the Accounts Receivable Reports menu, from the Main Menu choose ***Accounts Receivable > Reports.***

A/R Reports Menu



Purchase Orders/Subcontracts

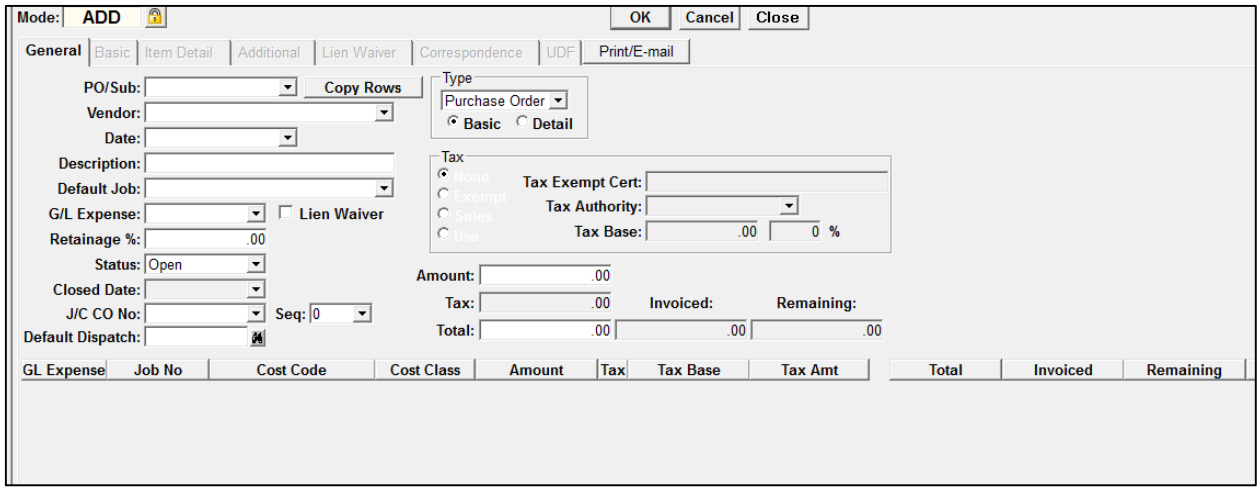
To access the PO/Sub Daily menu, from the Main Menu, choose ***PO/Subcontract > Daily.***

PO/Sub Entry

To access the PO/Sub Entry window from the Daily menu, choose ***Enter PO/Subs.***

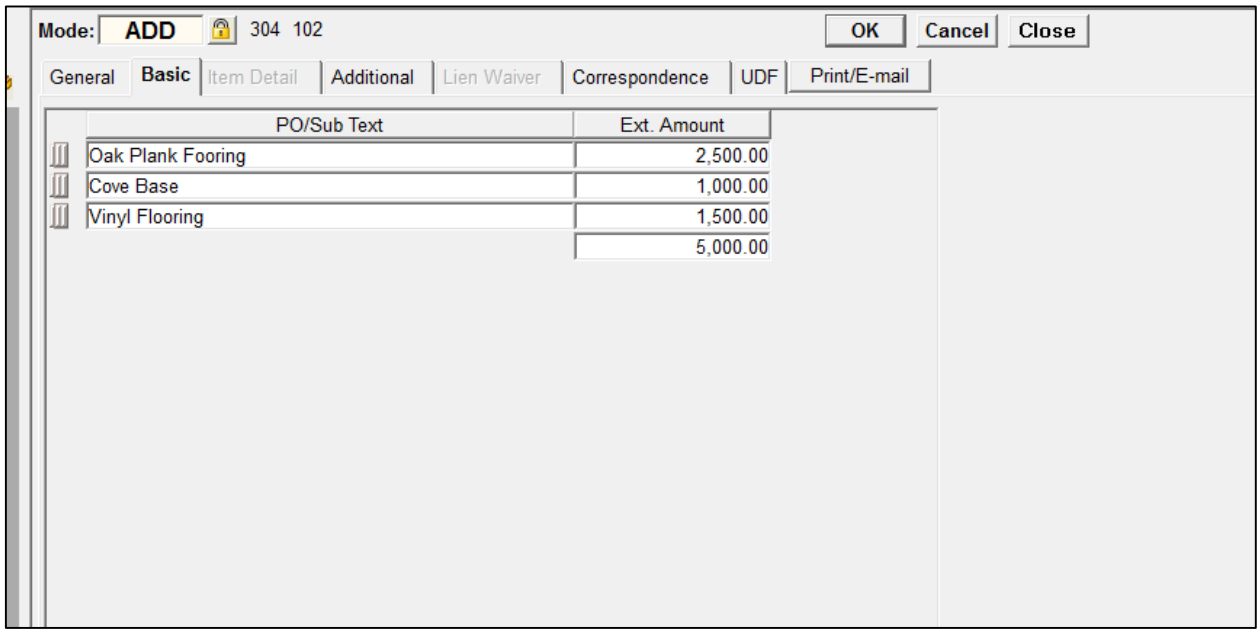
On the P/O Sub "General" tab, you will enter information about the PO/Sub, distribute the total amount of the PO/Sub to G/L accounts, and if applicable, enter job cost detail.

"General" Tab



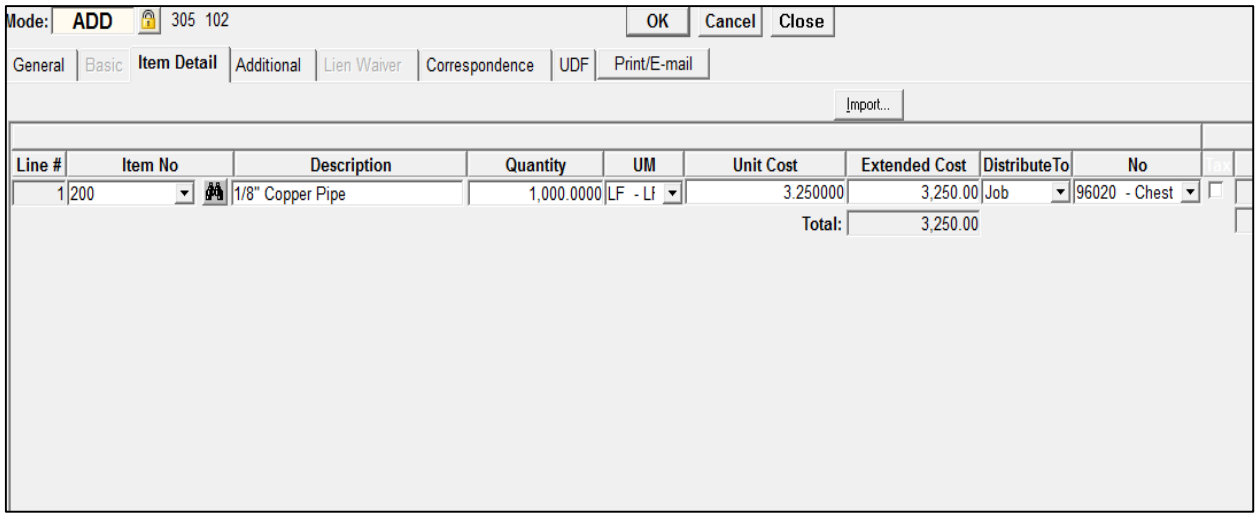
If, on the "General" tab, you selected "Basic" in the *Type* groupbox, the "Basic" tab will be available. On this tab you will enter basic item information you want to print on the PO/Sub.

"Basic" tab

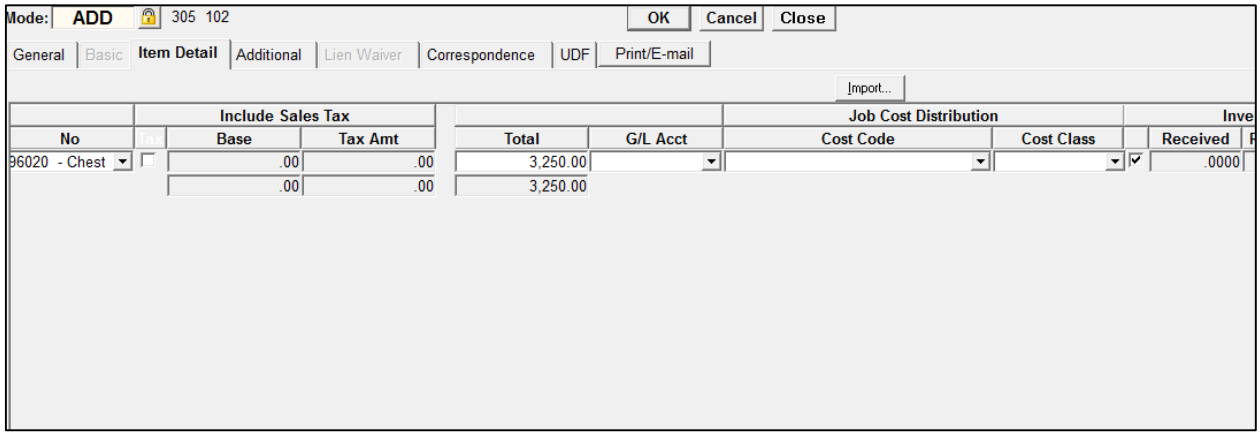


If, on the “General” tab, you selected “Detail” in the *Type* group box, the “Item Detail” tab will be available. On this tab, you will enter detailed item information you want to include on the PO/Sub, including item descriptions, quantities, units of measure, and price.

“Item Detail” tab (Left Side)

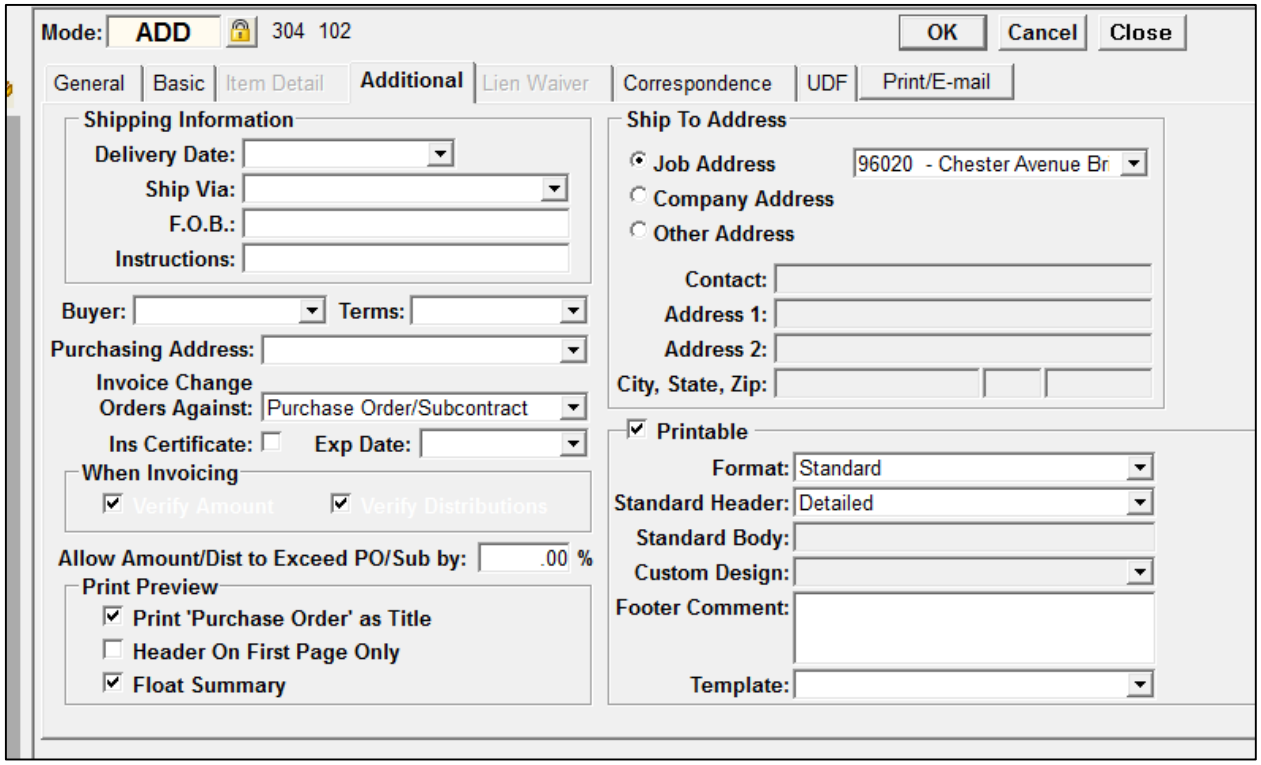


“Item Detail” tab (Right Side)



On the “Additional” tab, you can enter additional information regarding the PO/Sub. Many of the fields pertain to printing and emailing the PO/Sub, or are informational only.

“Additional” Tab



PO/Sub Reports

To access the PO/Sub Reports menu, from the Main Menu choose ***PO/Subcontract > Reports.***

The reports available on the PO/Sub Reports menu provide you with the necessary tools to analyze your committed costs.

Accounts Payable

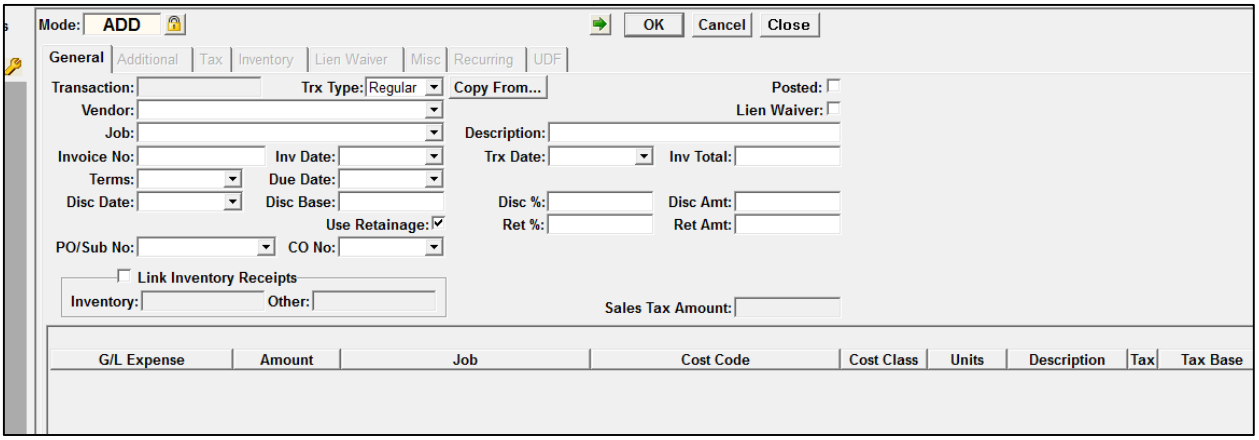
To access the A/P Daily Menu, from the Main Menu, choose ***Accounts Payable > Daily.***

A/P Invoice Entry

To access the A/P Invoice Entry window, select ***Enter Invoices.***

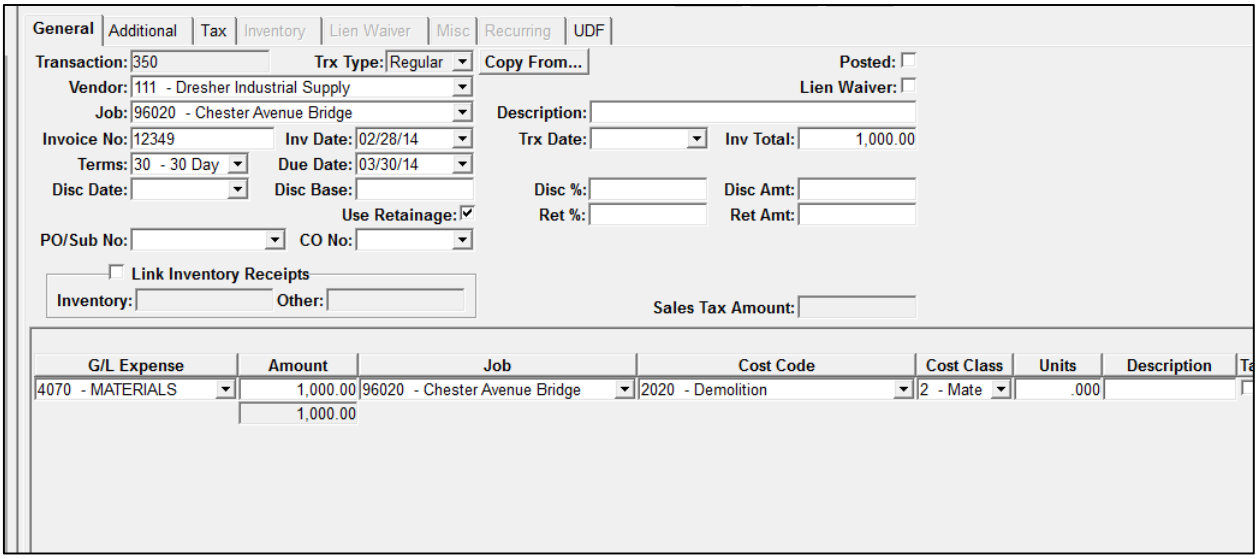
The "General" tab is used to enter a majority of the invoice information. There are two main sections of this tab – the A/P history section at the top of the tab and the distribution section at the bottom.

"General" Tab - Blank



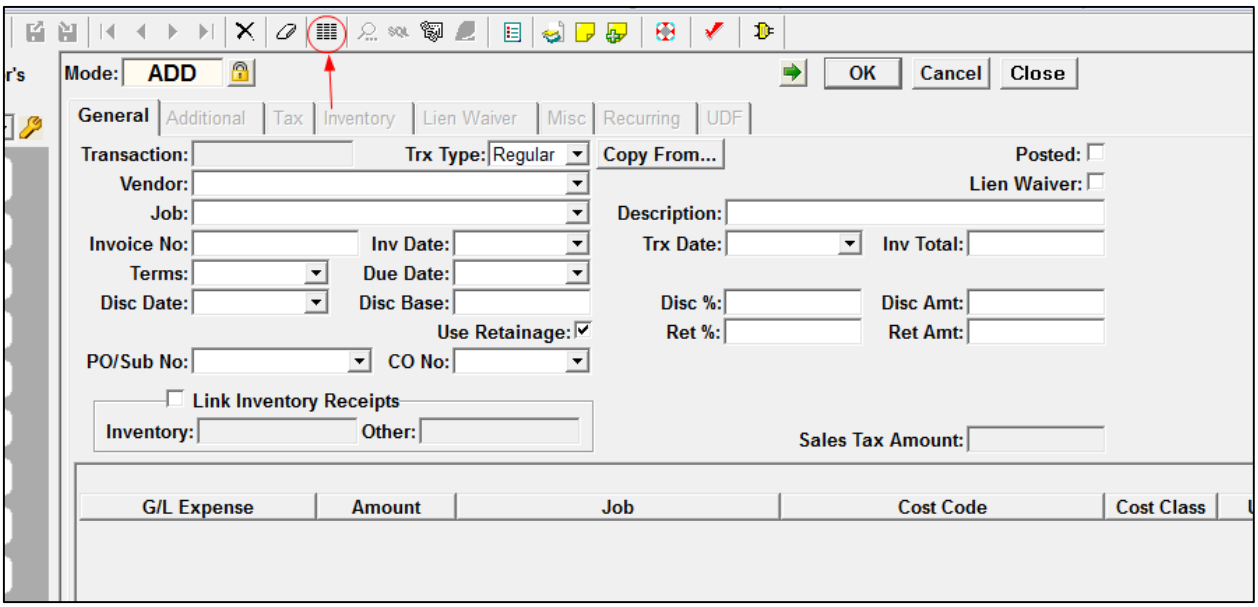
The information in the A/P history section is primarily used to update the history for the invoice and vendor. The distribution section is used to distribute information to the General Ledger and Job Costing Modules.

"General" Tab With Data



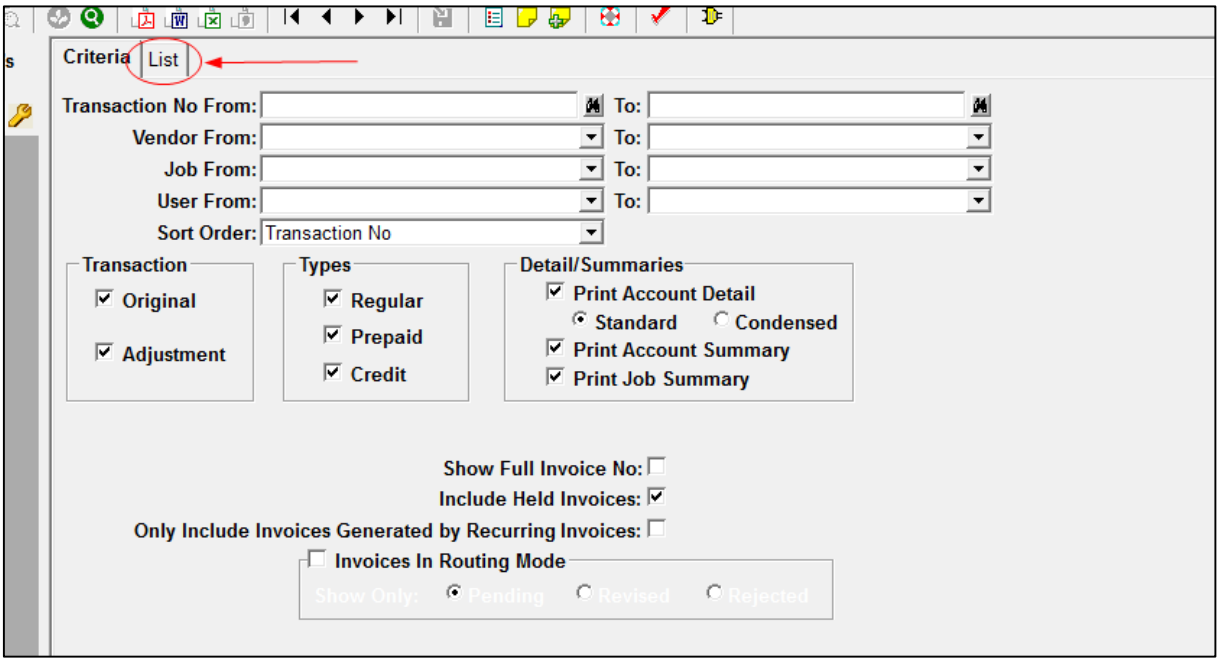
When you are ready to post the invoice, the first step is “list” it. To do this, click on the post button that is circled in the image above.

A/P Invoice List Button



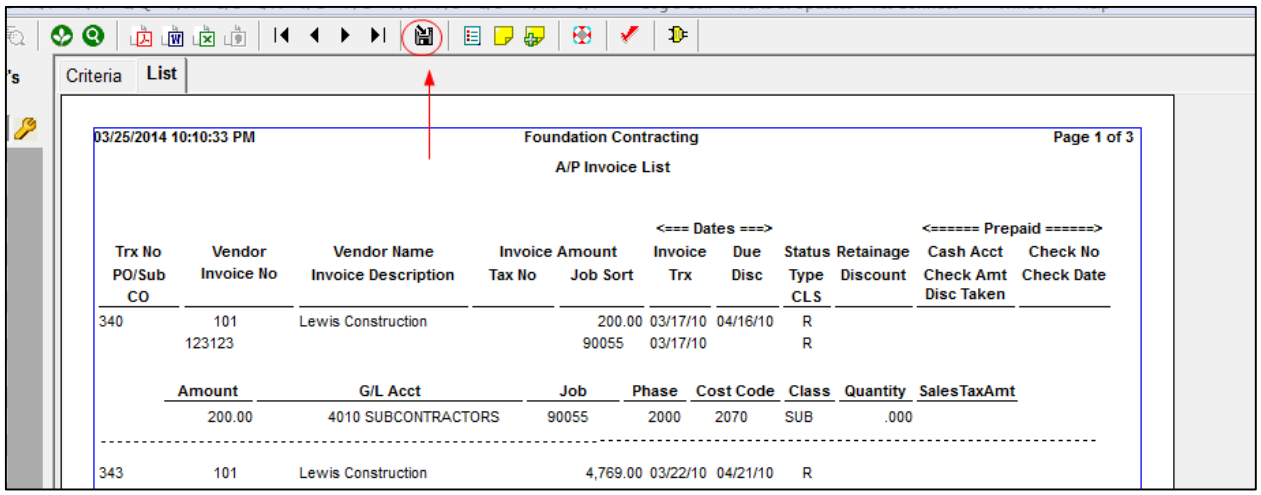
After you click the list button, the A/P Invoice List “Criteria” tab opens. On this tab, you can use the different criteria to filter what will display on the A/P Invoice List. When you are done setting the criteria, click on the “List” tab.

A/P Invoice List “Criteria” tab



On the “List” tab, you will see the A/P Invoice List. Review the information. If it is correct, post the invoice by clicking the post button circled in the image above.

The A/P Invoice Post Button

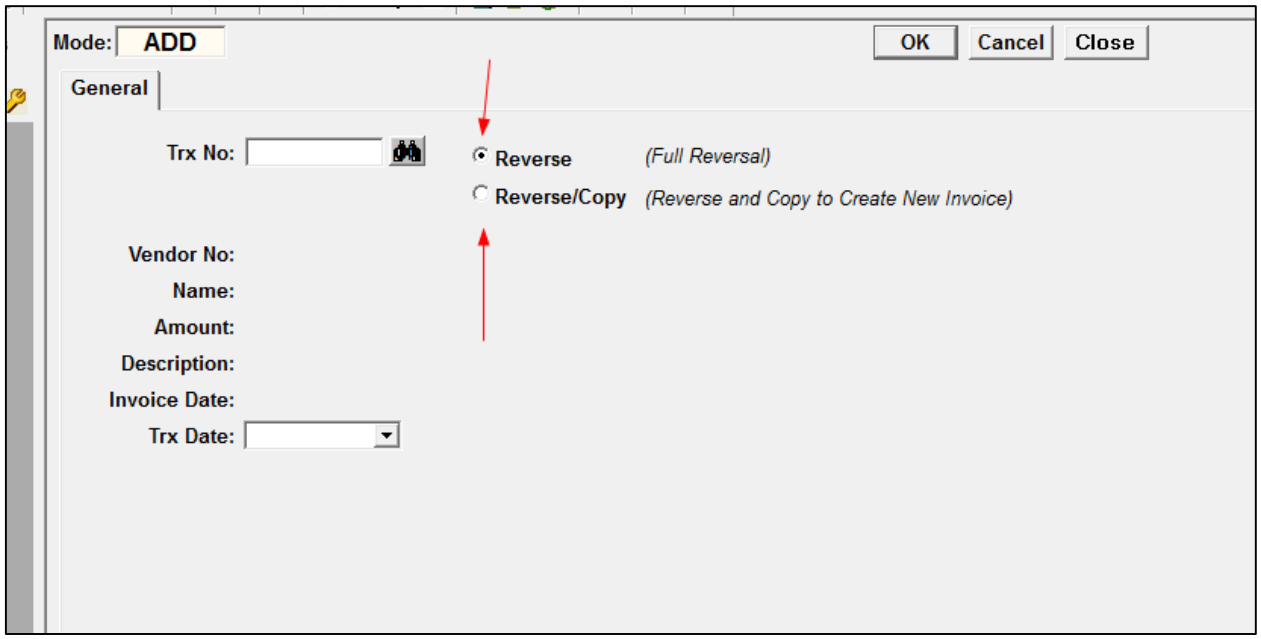


Quick Reversal

If you need to reverse the invoice, one option is to use the Quick Reversal feature.

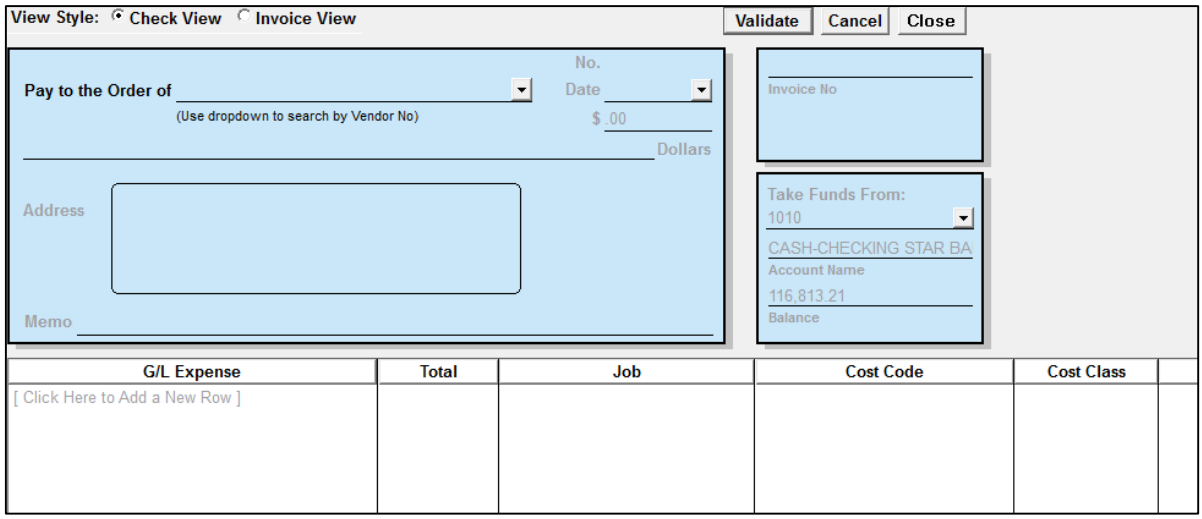
On the Quick Reversal window, you can select the invoice you want to reverse, and choose to complete a full reversal or reverse the invoice and the copy invoice to create a new one.

“General” Tab



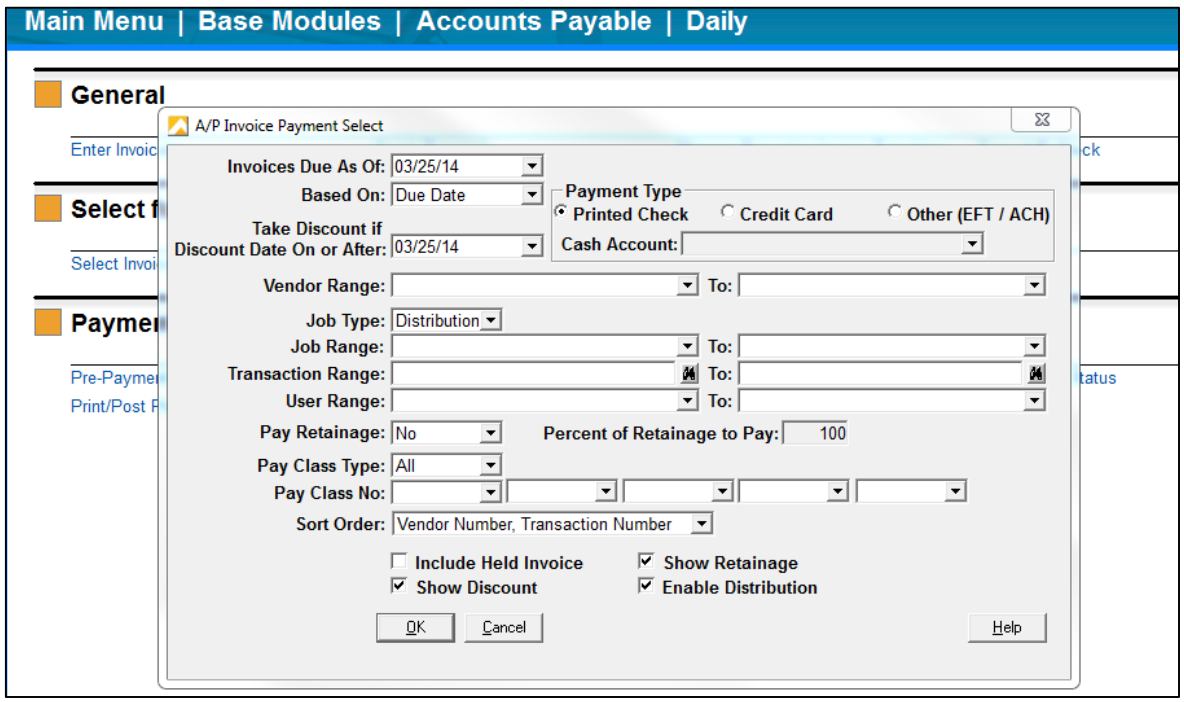
On the Easy A/P Check window, you can quickly print a payable check and record the payment at the same time. When you print a check on this window and confirm it printed correctly, FOUNDATION will automatically post the transaction to A/P history and the General Ledger.

Easy A/P Check - Check View



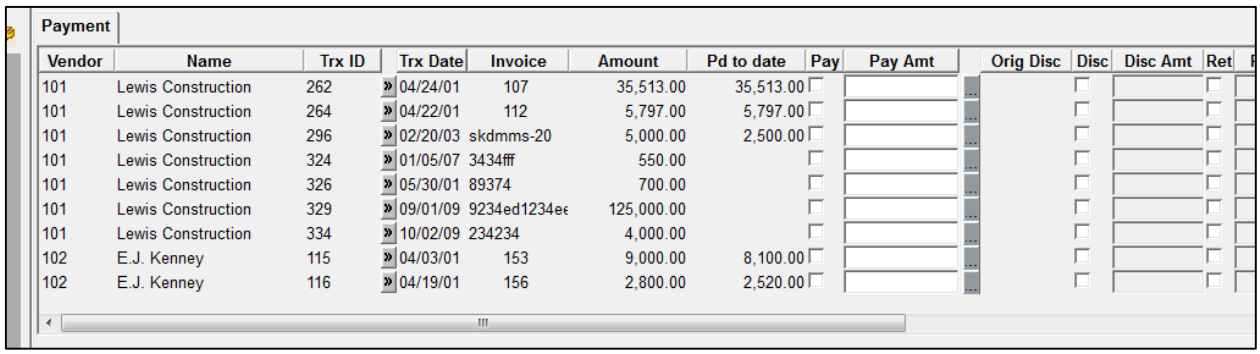
On the A/P Invoice Payment Select window, you can choose which invoices you would like to view and possibly pay. Enter your criteria, and when you click [OK], all invoices matching that criteria will display.

A/P Invoice Payment Select Window



On this window, a list of invoices matching the criteria on the A/P Invoice Payment Select window displays. You can choose to pay invoices by enabling the *Pay* checkbox.

A/P Invoice Payment by Date Window

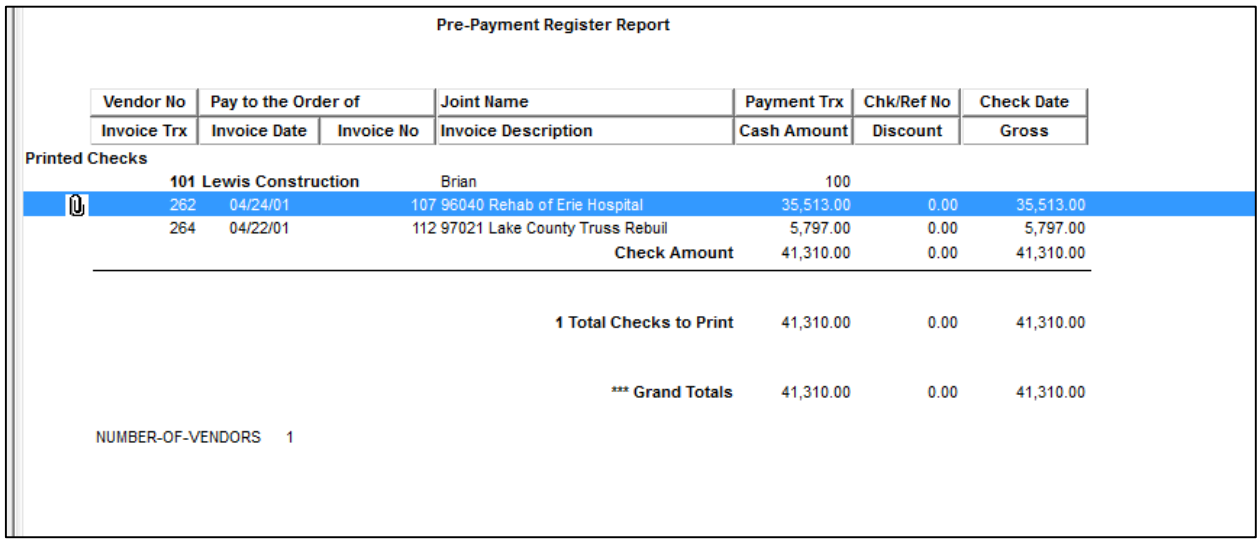


Payment

Vendor	Name	Trx ID	Trx Date	Invoice	Amount	Pd to date	Pay	Pay Amt	Orig Disc	Disc	Disc Amt	Ret
101	Lewis Construction	262	04/24/01	107	35,513.00	35,513.00						
101	Lewis Construction	264	04/22/01	112	5,797.00	5,797.00						
101	Lewis Construction	296	02/20/03	skdmms-20	5,000.00	2,500.00						
101	Lewis Construction	324	01/05/07	3434fff	550.00							
101	Lewis Construction	326	05/30/01	89374	700.00							
101	Lewis Construction	329	09/01/09	9234ed1234ee	125,000.00							
101	Lewis Construction	334	10/02/09	234234	4,000.00							
102	E.J. Kenney	115	04/03/01	153	9,000.00	8,100.00						
102	E.J. Kenney	116	04/19/01	156	2,800.00	2,520.00						

On the Pre-Payment Register, you can review the invoices you selected for payment and verify all of the information is correct, and that you selected the correct invoices.

Pre-Payment Register



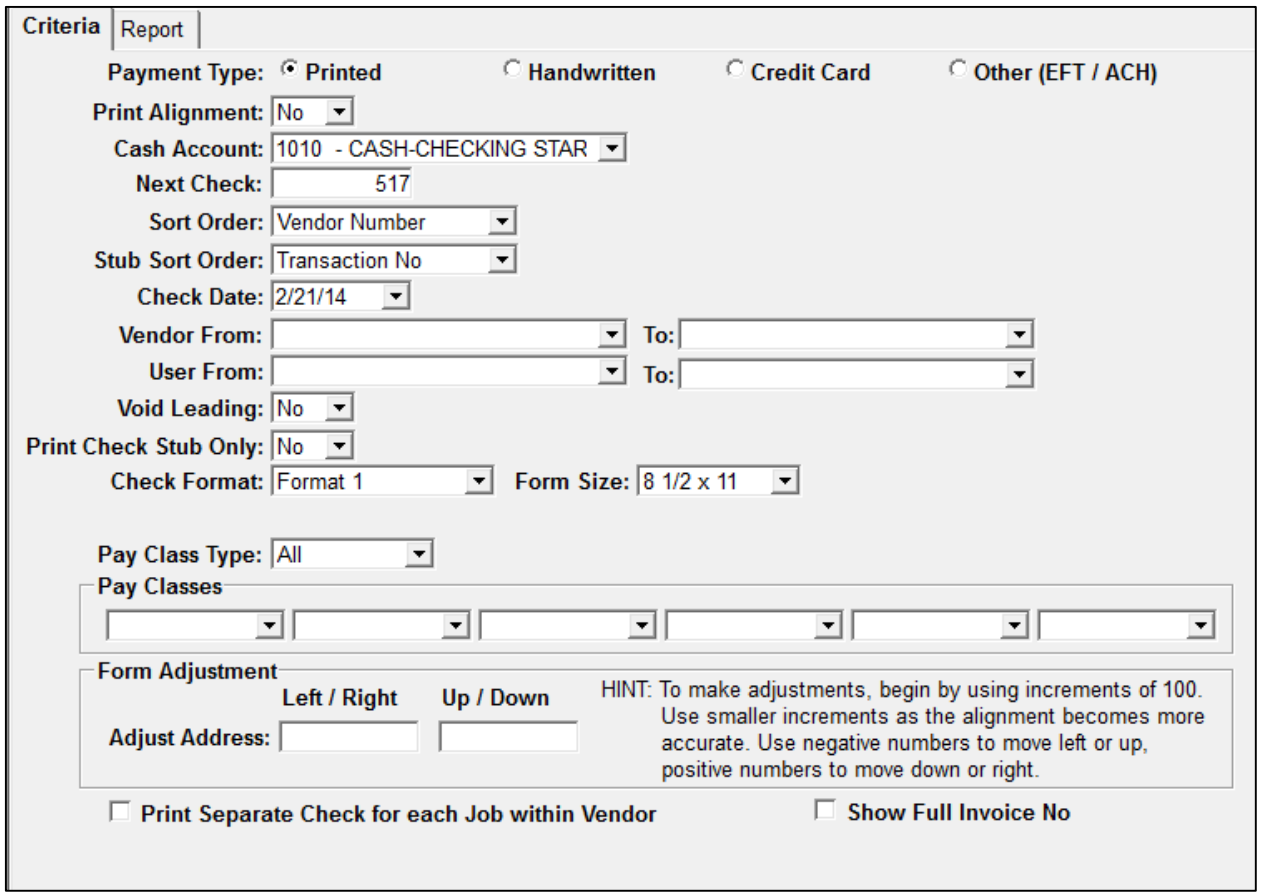
Pre-Payment Register Report

Vendor No / Invoice Trx	Pay to the Order of / Invoice Date	Invoice No	Joint Name / Invoice Description	Payment Trx / Cash Amount	Chk/Ref No / Discount	Check Date / Gross
Printed Checks						
101	Lewis Construction		Brian	100		
262	04/24/01		107 96040 Rehab of Erie Hospital	35,513.00	0.00	35,513.00
264	04/22/01		112 97021 Lake County Truss Rebuil	5,797.00	0.00	5,797.00
			Check Amount	41,310.00	0.00	41,310.00
			1 Total Checks to Print	41,310.00	0.00	41,310.00
			*** Grand Totals	41,310.00	0.00	41,310.00

NUMBER-OF-VENDORS 1

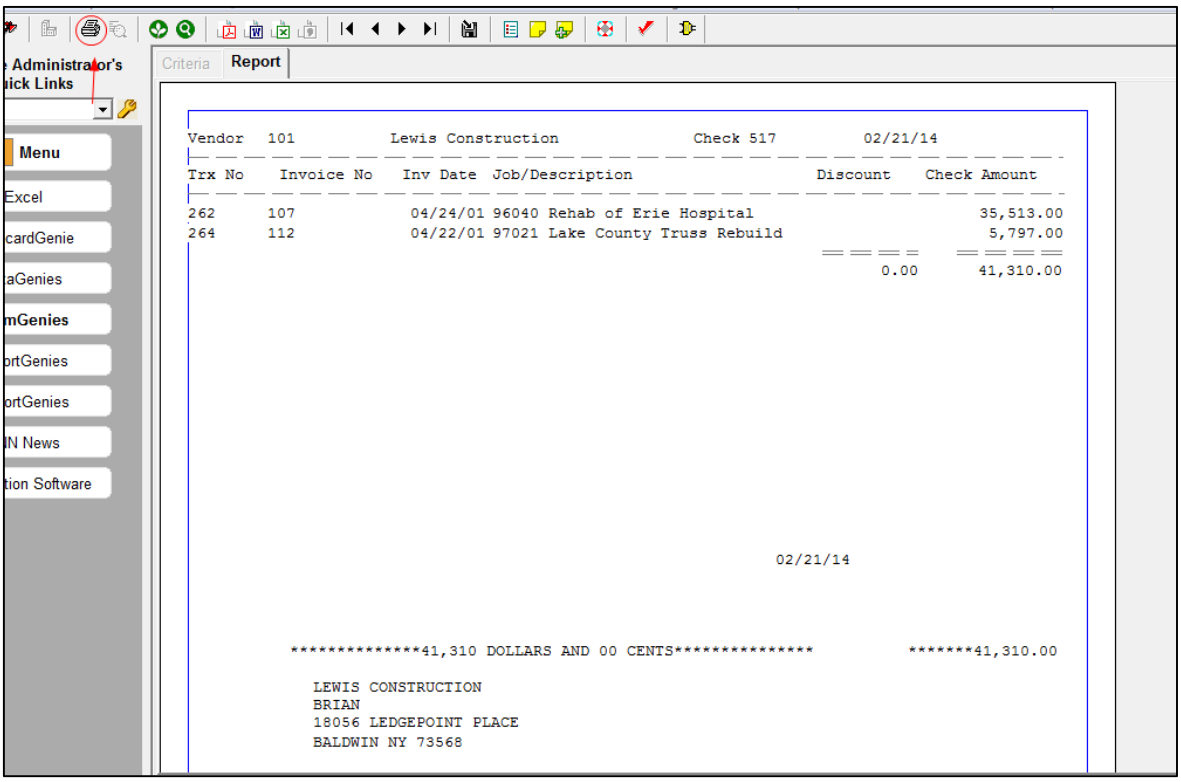
Once you have verified the information on the Pre-Payment Register, you can post the payments using the Print/Post Payments window. Enter the necessary criteria and a *Check Date*, and click on the "Report" tab.

Print/Post Payments Window


Criteria
Report
Payment Type: Printed
Handwritten
Credit Card
Other (EFT / ACH)
Print Alignment: No
Cash Account: 1010 - CASH-CHECKING STAR
Next Check: 517
Sort Order: Vendor Number
Stub Sort Order: Transaction No
Check Date: 2/21/14
Vendor From:
To:
User From:
To:
Void Leading: No
Print Check Stub Only: No
Check Format: Format 1
Form Size: 8 1/2 x 11
Pay Class Type: All
Pay Classes
Form Adjustment
Left / Right
Up / Down
Adjust Address:
HINT: To make adjustments, begin by using increments of 100. Use smaller increments as the alignment becomes more accurate. Use negative numbers to move left or up, positive numbers to move down or right.
Print Separate Check for each Job within Vendor
Show Full Invoice No

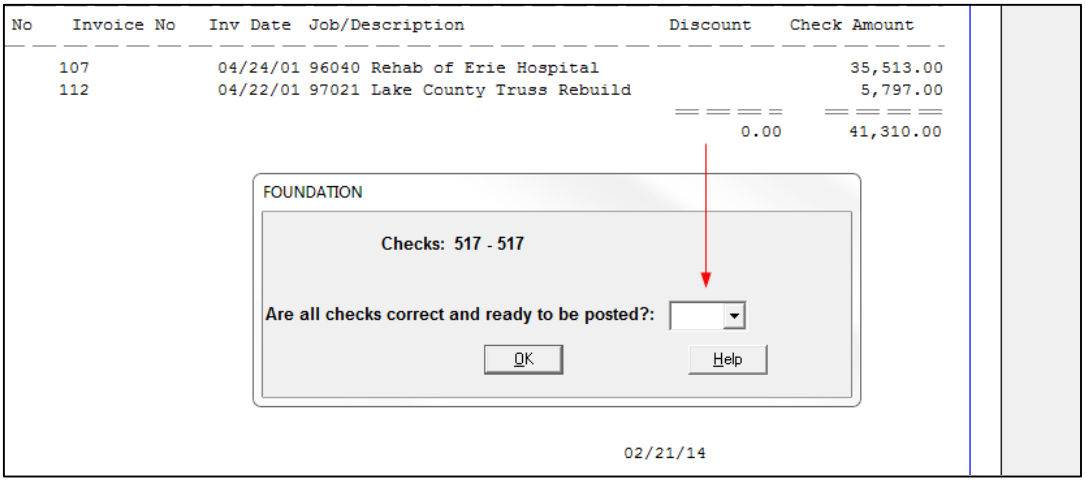
Once you click on the “Report” tab, you will be able to view the checks. You can print the checks out, or you can post them.

Printing Checks



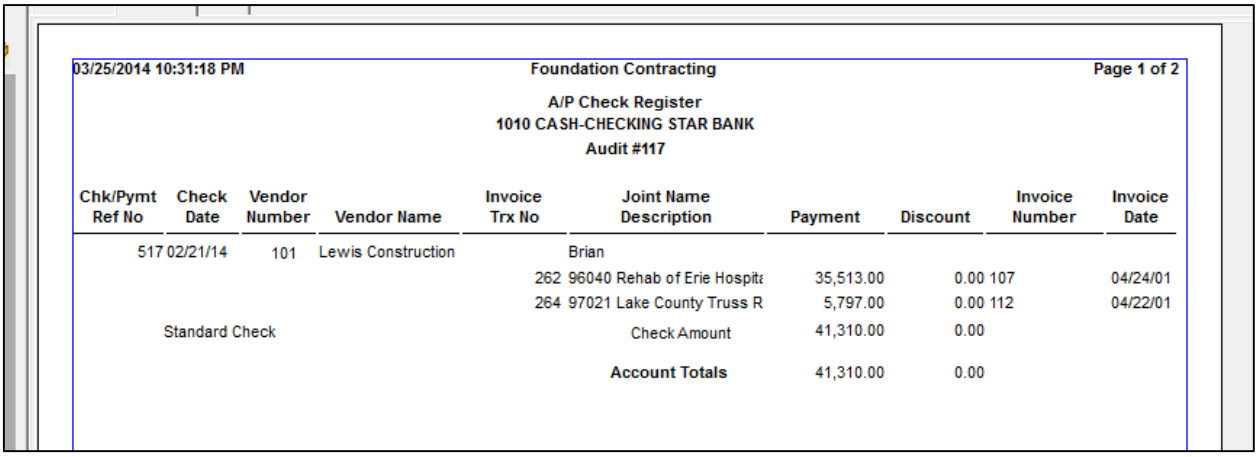
When you post the checks, you will be asked if all checks are correct and ready to be posted. Select “Yes” to post the checks.

Verifying Checks are Correct


No Invoice No Inv Date Job/Description Discount Check Amount
107 04/24/01 96040 Rehab of Erie Hospital 35,513.00
112 04/22/01 97021 Lake County Truss Rebuild 5,797.00
0.00 41,310.00
FOUNDATION
Checks: 517 - 517
Are all checks correct and ready to be posted?:
OK
Help
02/21/14

Once the checks are posted, the A/P Check Register displays.

A/P Check Register



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A/P Check Register
1010 CASH-CHECKING STAR BANK
Audit #117

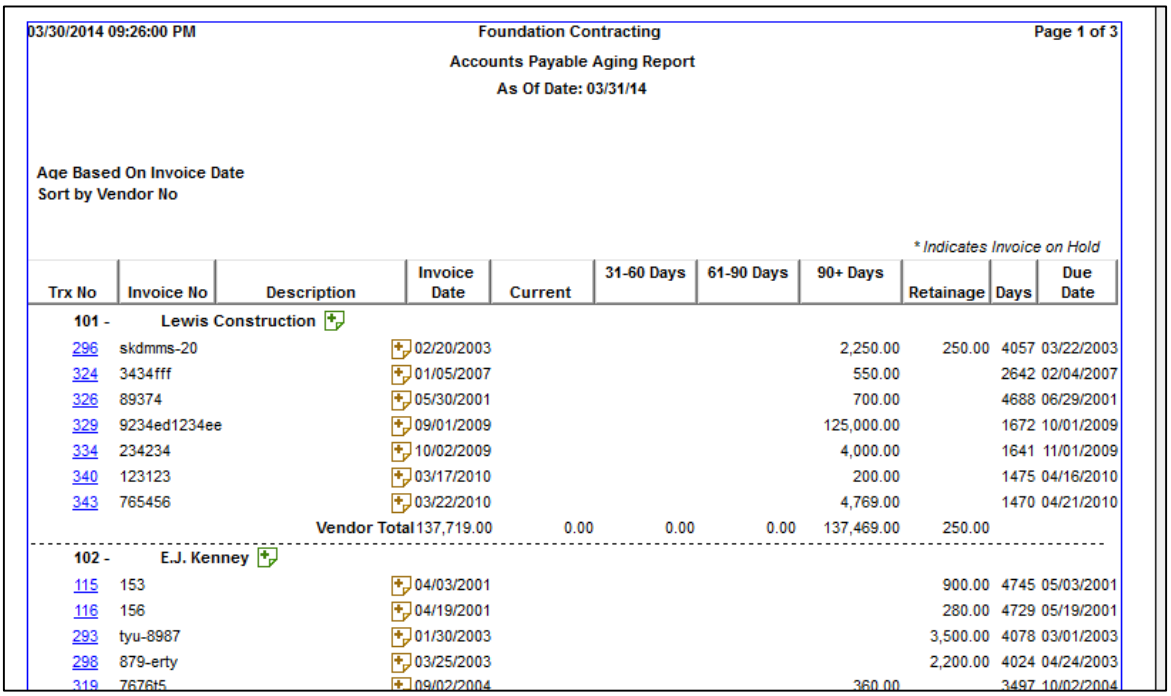
Chk/Pymt Ref No	Check Date	Vendor Number	Vendor Name	Invoice Trx No	Joint Name Description	Payment	Discount	Invoice Number	Invoice Date
517	02/21/14	101	Lewis Construction		Brian				
				262	96040 Rehab of Erie Hospita	35,513.00	0.00	107	04/24/01
				264	97021 Lake County Truss R	5,797.00	0.00	112	04/22/01
	Standard Check				Check Amount	41,310.00	0.00		
					Account Totals	41,310.00	0.00		

A/P Reports

To access the A/P Reports Menu, from the Main Menu, choose ***Accounts Payable > Reports.***

A/P Aging Report

The Aging Report shows the progression of unpaid invoices, and is commonly used to determine which invoices will be selected for payment.



03/30/2014 09:26:00 PM — Foundation Contracting — Page 1 of 3

Accounts Payable Aging Report
As Of Date: 03/31/14

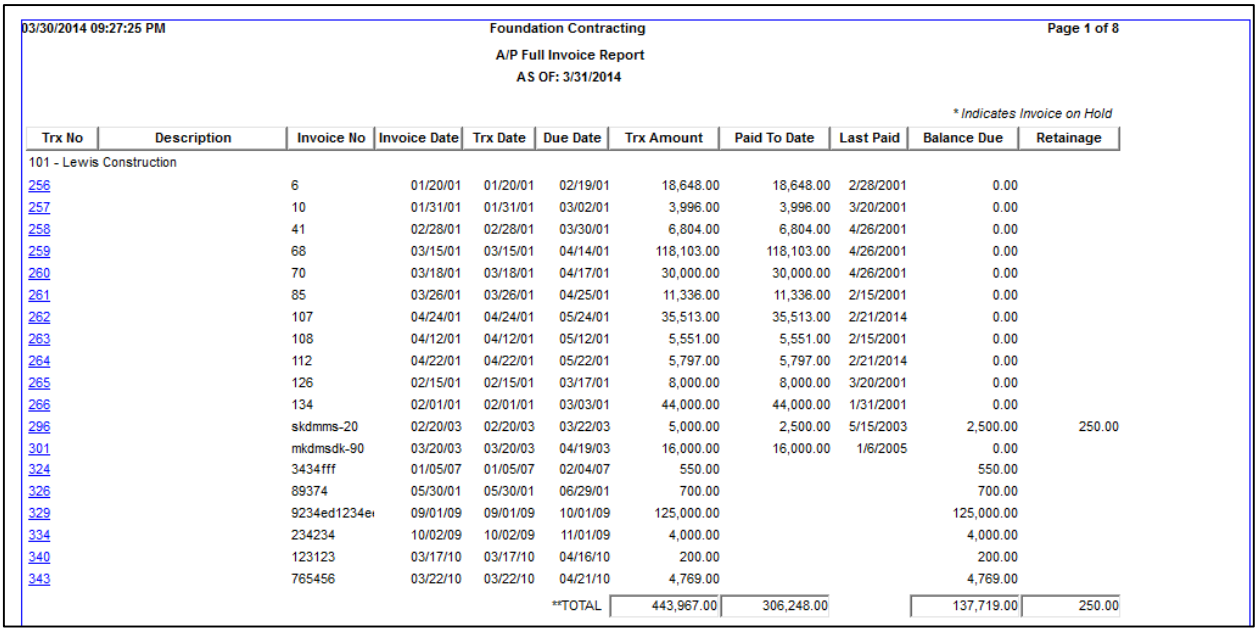
Age Based On Invoice Date
Sort by Vendor No

** Indicates Invoice on Hold*

Trx No	Invoice No	Description	Invoice Date	Current	31-60 Days	61-90 Days	90+ Days	Retainage	Days	Due Date
101 -	Lewis Construction									
296	skdmms-20		02/20/2003				2,250.00	250.00	4057	03/22/2003
324	3434fff		01/05/2007				550.00		2642	02/04/2007
326	89374		05/30/2001				700.00		4688	06/29/2001
329	9234ed1234ee		09/01/2009				125,000.00		1672	10/01/2009
334	234234		10/02/2009				4,000.00		1641	11/01/2009
340	123123		03/17/2010				200.00		1475	04/16/2010
343	765456		03/22/2010				4,769.00		1470	04/21/2010
		Vendor Total		137,719.00	0.00	0.00	0.00	137,469.00	250.00	
102 -	E.J. Kenney									
115	153		04/03/2001					900.00	4745	05/03/2001
116	156		04/19/2001					280.00	4729	05/19/2001
293	tyu-8987		01/30/2003					3,500.00	4078	03/01/2003
298	879-erty		03/25/2003					2,200.00	4024	04/24/2003
319	7676t5		09/02/2004				360.00		3497	10/02/2004

Full Invoice Report

The Full Invoice Report is a detailed invoice report.



03/30/2014 09:27:25 PM — Foundation Contracting — Page 1 of 8

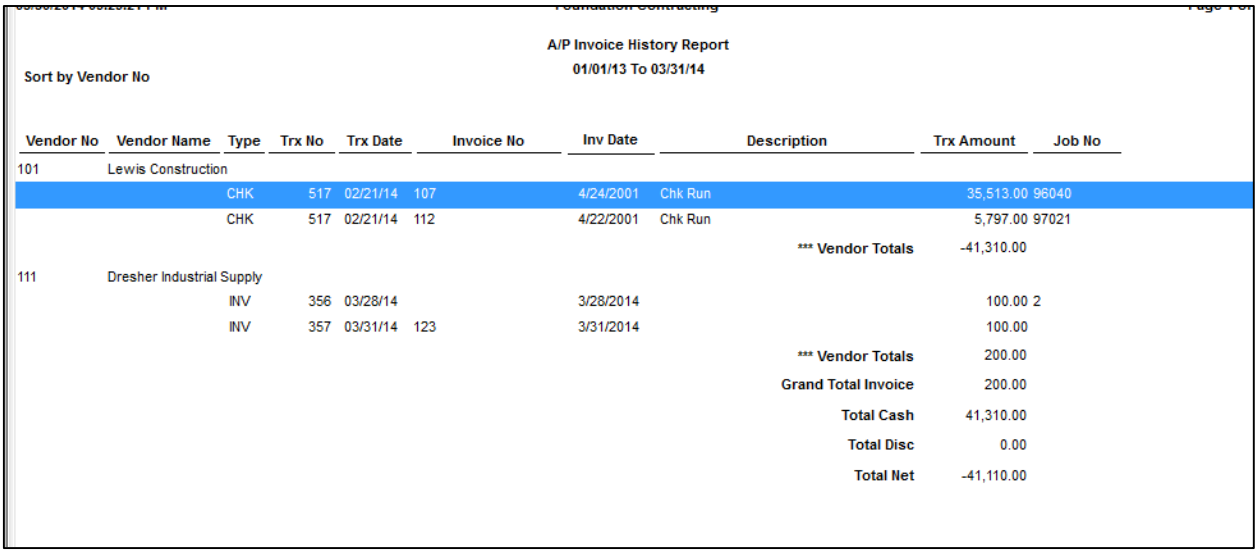
A/P Full Invoice Report
AS OF: 3/31/2014

*Indicates Invoice on Hold

Trx No	Description	Invoice No	Invoice Date	Trx Date	Due Date	Trx Amount	Paid To Date	Last Paid	Balance Due	Retainage
101 - Lewis Construction										
256		6	01/20/01	01/20/01	02/19/01	18,648.00	18,648.00	2/28/2001	0.00	
257		10	01/31/01	01/31/01	03/02/01	3,996.00	3,996.00	3/20/2001	0.00	
258		41	02/28/01	02/28/01	03/30/01	6,804.00	6,804.00	4/26/2001	0.00	
259		68	03/15/01	03/15/01	04/14/01	118,103.00	118,103.00	4/26/2001	0.00	
260		70	03/18/01	03/18/01	04/17/01	30,000.00	30,000.00	4/26/2001	0.00	
261		85	03/26/01	03/26/01	04/25/01	11,336.00	11,336.00	2/15/2001	0.00	
262		107	04/24/01	04/24/01	05/24/01	35,513.00	35,513.00	2/21/2014	0.00	
263		108	04/12/01	04/12/01	05/12/01	5,551.00	5,551.00	2/15/2001	0.00	
264		112	04/22/01	04/22/01	05/22/01	5,797.00	5,797.00	2/21/2014	0.00	
265		126	02/15/01	02/15/01	03/17/01	8,000.00	8,000.00	3/20/2001	0.00	
266		134	02/01/01	02/01/01	03/03/01	44,000.00	44,000.00	1/31/2001	0.00	
296		skdmms-20	02/20/03	02/20/03	03/22/03	5,000.00	2,500.00	5/15/2003	2,500.00	250.00
301		mkdmsdk-90	03/20/03	03/20/03	04/19/03	16,000.00	16,000.00	1/6/2005	0.00	
324		3434fff	01/05/07	01/05/07	02/04/07	550.00			550.00	
326		89374	05/30/01	05/30/01	06/29/01	700.00			700.00	
329		9234ed1234e	09/01/09	09/01/09	10/01/09	125,000.00			125,000.00	
334		234234	10/02/09	10/02/09	11/01/09	4,000.00			4,000.00	
340		123123	03/17/10	03/17/10	04/16/10	200.00			200.00	
343		765456	03/22/10	03/22/10	04/21/10	4,769.00			4,769.00	
					**TOTAL	443,967.00	306,248.00		137,719.00	250.00

A/P Invoice History Report

The A/P Invoice History Report provides a quick history of the invoices for a vendor or a job.



A/P Invoice History Report
01/01/13 To 03/31/14

Sort by Vendor No

Vendor No	Vendor Name	Type	Trx No	Trx Date	Invoice No	Inv Date	Description	Trx Amount	Job No
101	Lewis Construction								
		CHK	517	02/21/14	107	4/24/2001	Chk Run	35,513.00	96040
		CHK	517	02/21/14	112	4/22/2001	Chk Run	5,797.00	97021
							*** Vendor Totals	-41,310.00	
111	Dresher Industrial Supply								
		INV	356	03/28/14		3/28/2014		100.00	2
		INV	357	03/31/14	123	3/31/2014		100.00	
							*** Vendor Totals	200.00	
							Grand Total Invoice	200.00	
							Total Cash	41,310.00	
							Total Disc	0.00	
							Total Net	-41,110.00	

Exercise: Create a Committed Cost Report

Sample Timecards

FOUNDATION comes with a preset group of timecards for you to use. You can edit those timecards or even create your own. You can do this using FOUNDATION's Timecard Genie. In the Timecard Genie you can create timecards that work for you. To access the genie from the Main Menu go to ***Tools > Genies > Timecard.***

The Timecard Genie is separated into two sections: the Timecard Header and Timecard Detail. The fields you select for the Timecard Header section display at the top of your timecard, while the fields in the Timecard Detail section display on the bottom of the timecard and serve as row-entry fields.

The fields in the header section apply to all of the fields in the detail section. For example, if the Job field is in the header section, all of the detail entered in the fields in the detail section would apply to that one job.

While you edit and create timecards, please keep in mind that the following fields are required on each timecard:

- Job
- Cost Code
- Employee No
- Dates
- Tax Table

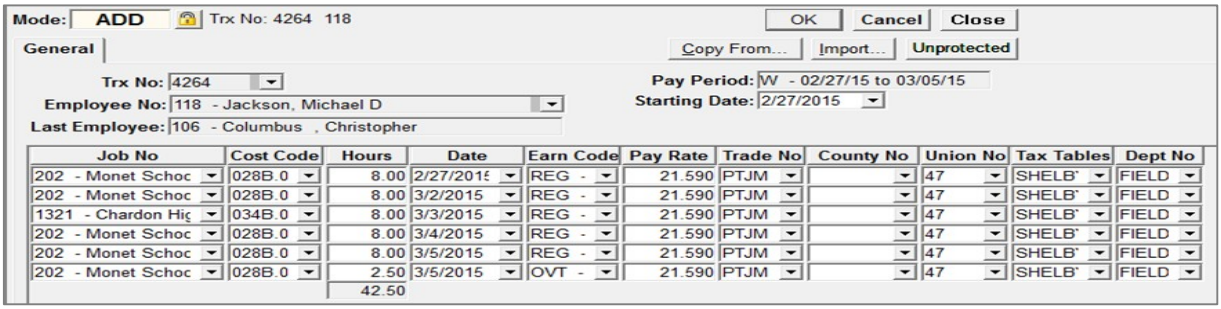
Once the required fields are added, you can customize timecards for you specific needs. Some fields you can add include:

- Equipment
- Start Time
- County
- Shifts
- Union/PW
- E/Q Work Orders
- End Time
- Crews
- Payment Groups
- Pay Rates

Here are some samples of the types of timecards that can be created and used.

Weekly by Employee Timecard

In this timecard, the Employee No field is in the header. Since the *Employee No* field is in the header, FOUNDATION knows that all of the information in the detail is for the specified employee.


Mode: ADD
Trx No: 4264 118
OK
Cancel
Close
General
Copy From...
Import...
Unprotected
Trx No: 4264
Pay Period: W - 02/27/15 to 03/05/15
Employee No: 118 - Jackson, Michael D
Starting Date: 2/27/2015
Last Employee: 106 - Columbus , Christopher
Job No | Cost Code | Hours | Date | Earn Code | Pay Rate | Trade No | County No | Union No | Tax Tables | Dept No
202 - Monet Schoc | 028B.0 | 8.00 | 2/27/2015 | REG | 21.590 | PTJM | 47 | SHELB | FIELD
202 - Monet Schoc | 028B.0 | 8.00 | 3/2/2015 | REG | 21.590 | PTJM | 47 | SHELB | FIELD
1321 - Chardon Hig | 034B.0 | 8.00 | 3/3/2015 | REG | 21.590 | PTJM | 47 | SHELB | FIELD
202 - Monet Schoc | 028B.0 | 8.00 | 3/4/2015 | REG | 21.590 | PTJM | 47 | SHELB | FIELD
202 - Monet Schoc | 028B.0 | 8.00 | 3/5/2015 | REG | 21.590 | PTJM | 47 | SHELB | FIELD
202 - Monet Schoc | 028B.0 | 2.50 | 3/5/2015 | OVT | 21.590 | PTJM | 47 | SHELB | FIELD
42.50

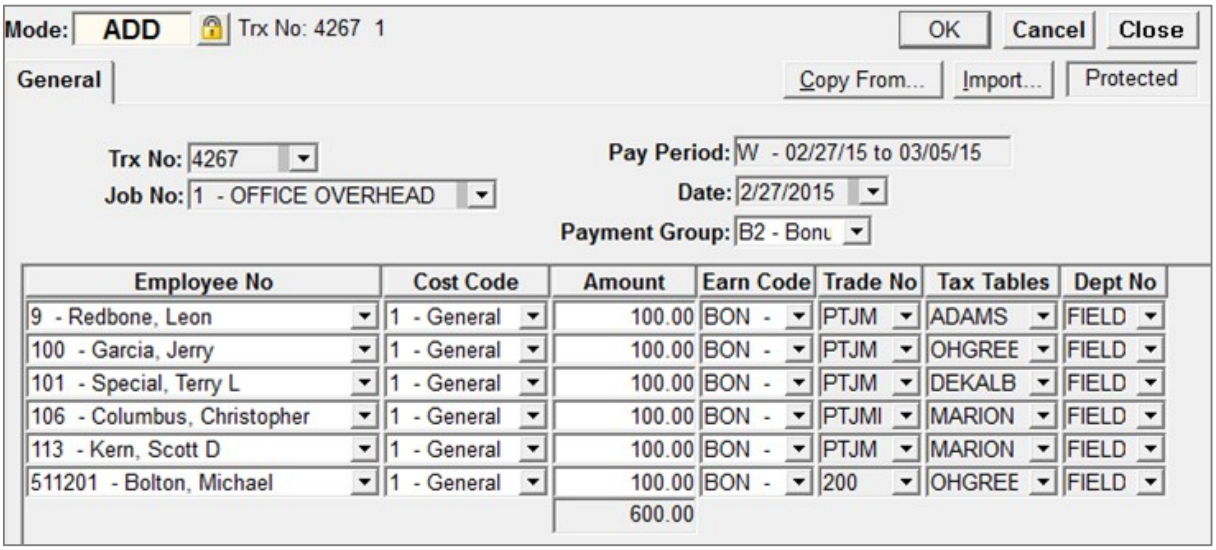
Daily by Job Timecard

In this timecard, the *Job No* in the header. Since the *Job No* field is in the header, FOUNDATION knows that all of the information in the detail is for the specified job.

Mode: ADD
Trx No: 4266 511100
OK
Cancel
Close
General
Copy From...
Import...
Protected
Trx No: 4266
Job No: 511100 - Embassy Suites R
Last Job: 2 - Foundation House
Pay Period: W - 02/27/15 to 03/05/15
Date: 3/2/2015
Total Hours: 39.50
Payment Group: R - Regul
Employee No | Cost Code | Hours | Earn Code | Pay Rate | Trade No | Union No | Tax Tables | Dept No
106 - Columbu | 505 - I | 8.00 | REG | 22.590 | PTJMI | 47 | MARIOI | FIELD
107 - Wiirre, Li | 505 - I | 8.00 | REG | 25.240 | PTJMI | 47 | MARIOI | FIELD
9 - Redbone, L | 505 - I | 8.00 | REG | 15.000 | PTJM | | ADAMS | FIELD
111 - Longanba | 505 - I | 8.00 | REG | 21.590 | PTJM | 47 | MARIOI | FIELD
118 - Jackson, | 505 - I | 7.50 | REG | 21.590 | PTJM | 47 | SHELBY | FIELD

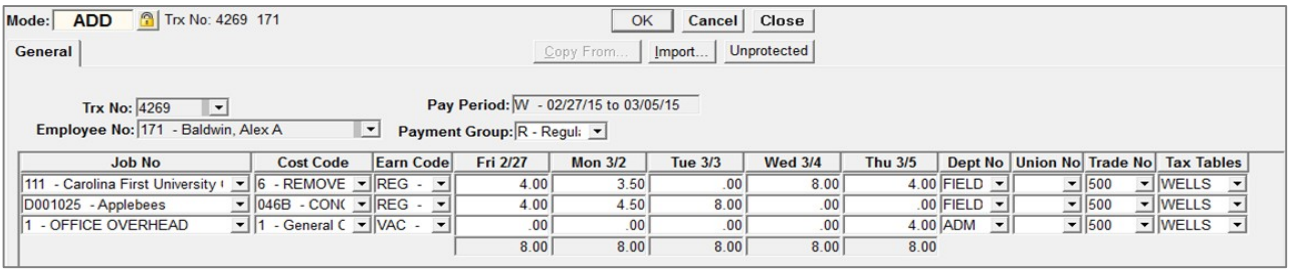
Bonus or Salary Timecard

In this timecard, the *Job No* is in the header and the *Employee No* and *Amount* fields are in the detail. This is a non-hourly timecard and you can only enter dollar amounts.


Mode: ADD
Trx No: 4267 1
OK
Cancel
Close
General
Copy From...
Import...
Protected
Trx No: 4267
Job No: 1 - OFFICE OVERHEAD
Pay Period: W - 02/27/15 to 03/05/15
Date: 2/27/2015
Payment Group: B2 - Bonu
Employee No | Cost Code | Amount | Earn Code | Trade No | Tax Tables | Dept No
9 - Redbone, Leon | 1 - General | 100.00 | BON - | PTJM | ADAMS | FIELD
100 - Garcia, Jerry | 1 - General | 100.00 | BON - | PTJM | OHGREE | FIELD
101 - Special, Terry L | 1 - General | 100.00 | BON - | PTJM | DEKALB | FIELD
106 - Columbus, Christopher | 1 - General | 100.00 | BON - | PTJMI | MARION | FIELD
113 - Kern, Scott D | 1 - General | 100.00 | BON - | PTJM | MARION | FIELD
511201 - Bolton, Michael | 1 - General | 100.00 | BON - | 200 | OHGREE | FIELD
600.00

Full Week Timecard

In this timecard, the *Employee No* is in the header and days of the week are in the detail. This option allows you to reduce line entry because time entered against that job, earn code, etc., can be entered for the entire week.

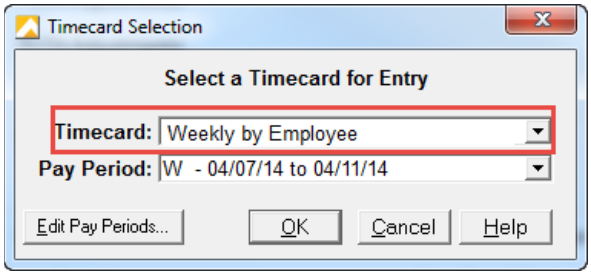

Mode: ADD
Trx No: 4269 171
OK
Cancel
Close
General
Copy From...
Import...
Unprotected
Trx No: 4269
Employee No: 171 - Baldwin, Alex A
Pay Period: W - 02/27/15 to 03/05/15
Payment Group: R - Regul
Job No | Cost Code | Earn Code | Fri 2/27 | Mon 3/2 | Tue 3/3 | Wed 3/4 | Thu 3/5 | Dept No | Union No | Trade No | Tax Tables
111 - Carolina First University | 6 - REMOVE | REG - | 4.00 | 3.50 | .00 | 8.00 | 4.00 | FIELD | | 500 | WELLS
D001025 - Applebees | 046B - CONC | REG - | 4.00 | 4.50 | 8.00 | .00 | .00 | FIELD | | 500 | WELLS
1 - OFFICE OVERHEAD | 1 - General C | VAC - | .00 | .00 | .00 | .00 | 4.00 | ADM | | 500 | WELLS
8.00 | 8.00 | 8.00 | 8.00 | 8.00

Entering Payroll

The steps below detail the process of entering payroll.

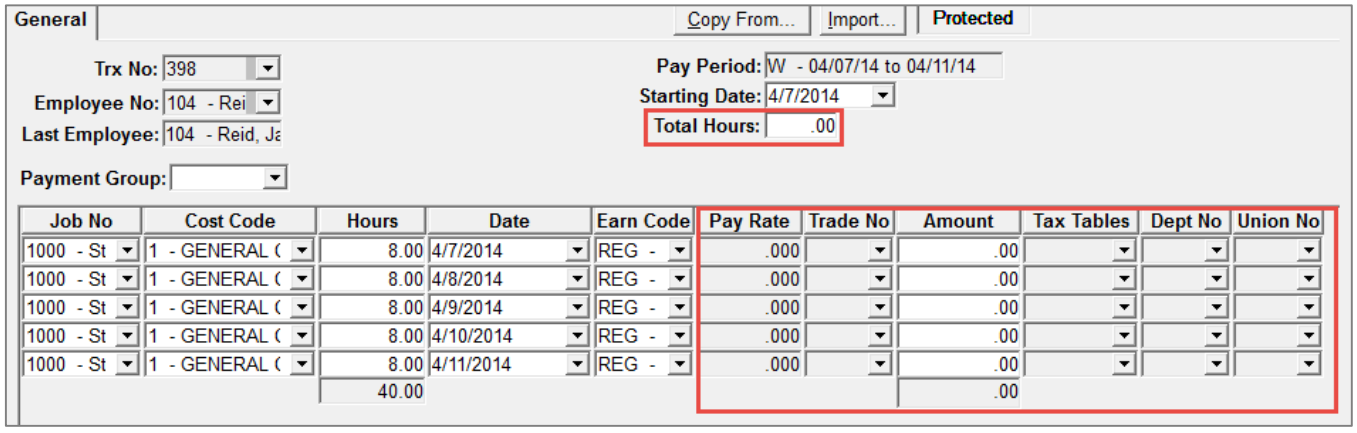
Enter Timecards

1. From the Main Menu, go to ***Payroll > Daily > Enter Timecards***.
2. In the *Timecard* field, select the appropriate timecards and click [OK].

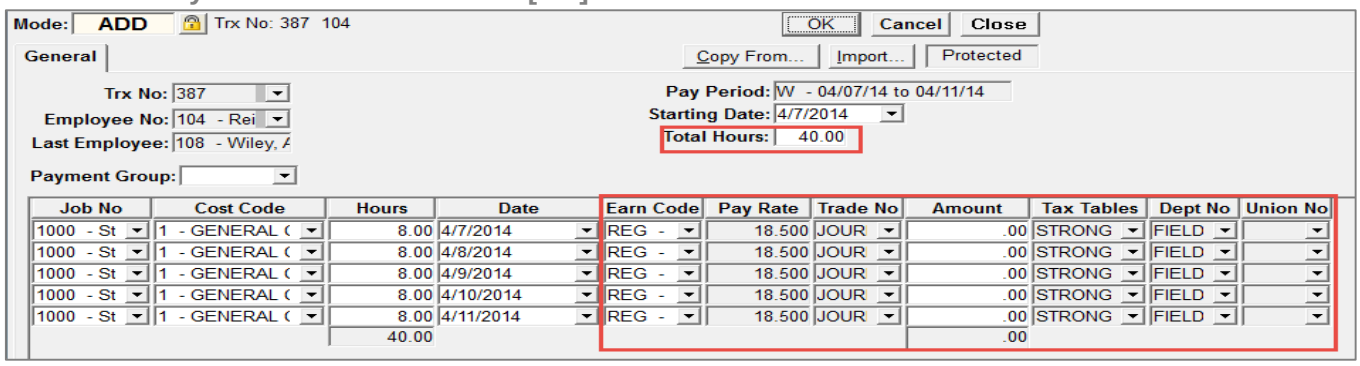


3. Enter the timecard information and click [OK] twice; once to default information into the timecard and verify it is correct, and once to save the timecard.

Timecard Entry Window Before You Click [OK]


General
Copy From...
Import...
Protected
Trx No: 398
Employee No: 104 - Rei
Last Employee: 104 - Reid, Ja
Payment Group:
Pay Period: W - 04/07/14 to 04/11/14
Starting Date: 4/7/2014
Total Hours: .00
Job No | Cost Code | Hours | Date | Earn Code | Pay Rate | Trade No | Amount | Tax Tables | Dept No | Union No
1000 - St | 1 - GENERAL (| 8.00 | 4/7/2014 | REG - | .000 | | .00
1000 - St | 1 - GENERAL (| 8.00 | 4/8/2014 | REG - | .000 | | .00
1000 - St | 1 - GENERAL (| 8.00 | 4/9/2014 | REG - | .000 | | .00
1000 - St | 1 - GENERAL (| 8.00 | 4/10/2014 | REG - | .000 | | .00
1000 - St | 1 - GENERAL (| 8.00 | 4/11/2014 | REG - | .000 | | .00
40.00
.00

Timecard Entry Window After You Click [OK]

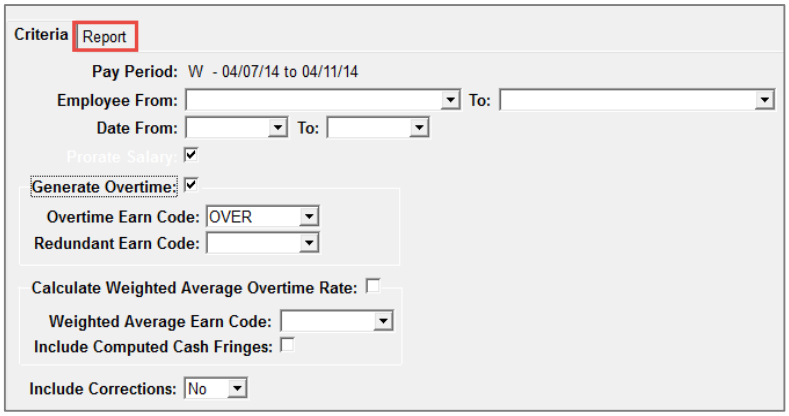

Mode: ADD
Trx No: 387 104
OK
Cancel
Close
General
Copy From...
Import...
Protected
Trx No: 387
Employee No: 104 - Rei
Last Employee: 108 - Wiley, A
Payment Group:
Pay Period: W - 04/07/14 to 04/11/14
Starting Date: 4/7/2014
Total Hours: 40.00
Job No | Cost Code | Hours | Date | Earn Code | Pay Rate | Trade No | Amount | Tax Tables | Dept No | Union No
1000 - St | 1 - GENERAL (| 8.00 | 4/7/2014 | REG - | 18.500 | JOUR | .00 | STRONG | FIELD
1000 - St | 1 - GENERAL (| 8.00 | 4/8/2014 | REG - | 18.500 | JOUR | .00 | STRONG | FIELD
1000 - St | 1 - GENERAL (| 8.00 | 4/9/2014 | REG - | 18.500 | JOUR | .00 | STRONG | FIELD
1000 - St | 1 - GENERAL (| 8.00 | 4/10/2014 | REG - | 18.500 | JOUR | .00 | STRONG | FIELD
1000 - St | 1 - GENERAL (| 8.00 | 4/11/2014 | REG - | 18.500 | JOUR | .00 | STRONG | FIELD
40.00
.00

Compute Payroll

1. Preprocess your timecards.

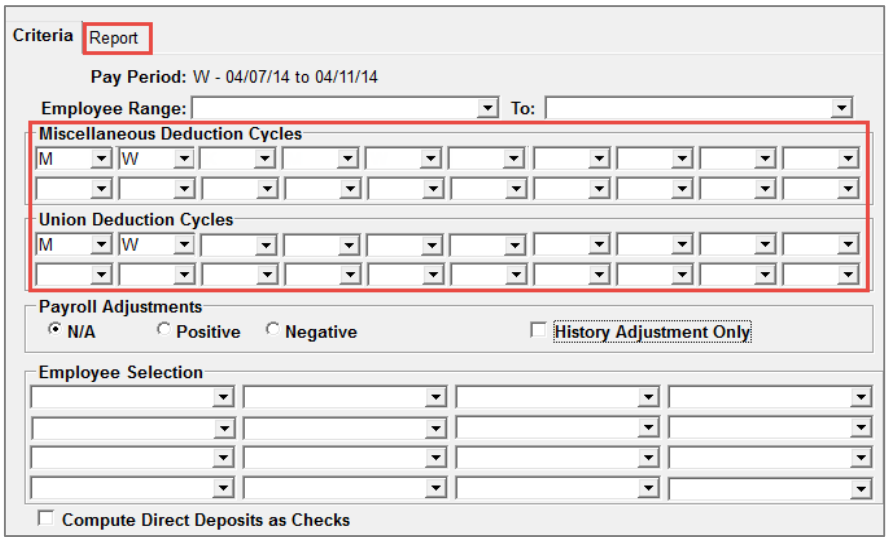
   If you have employees that have their salary prorated or you have FOUNDATION set to automatically generate overtime, this step is necessary. Otherwise you can skip this step.

   - From the Main Menu, go to ***Payroll > Daily > Preprocess Timecards***.
   - Fill out the "Criteria" tab as needed, and click the "Report" tab.



2. Compute payroll.

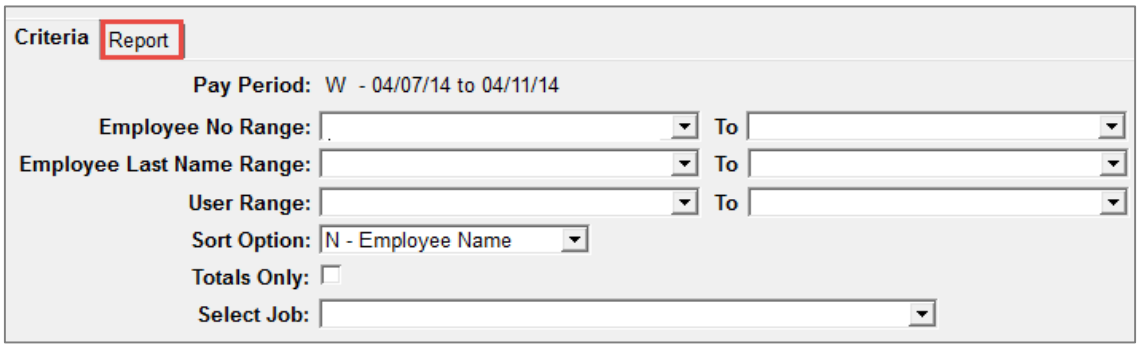
   - From the Main Menu, go to ***Payroll > Daily > Compute Payroll***.
   - Fill out the tab as needed, and click the "Report" tab.



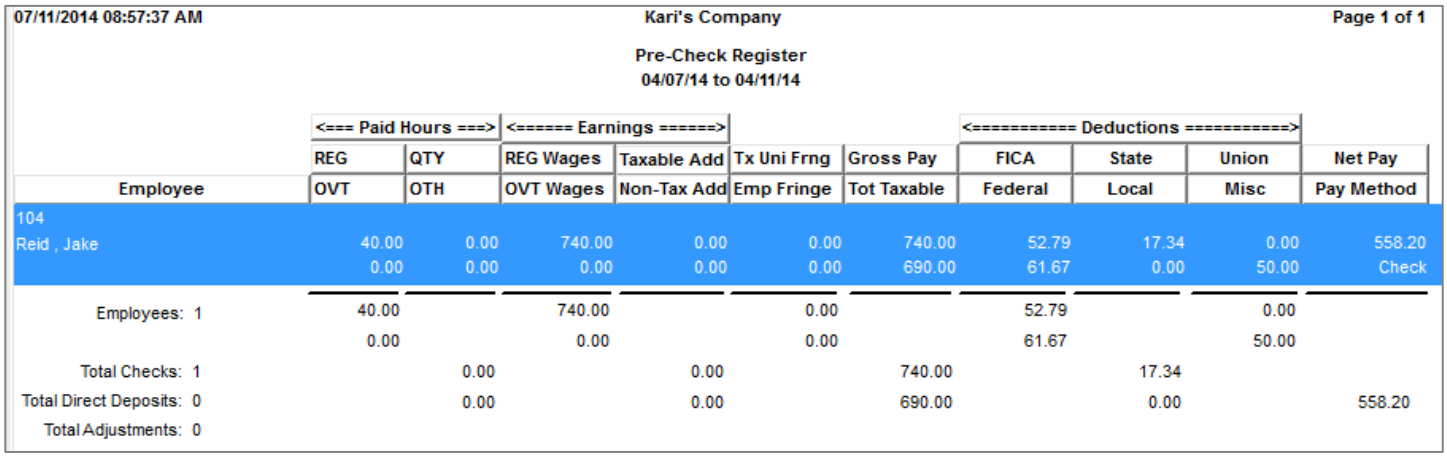
   Note: If you leave the *Employee Range* and *To* fields blank, FOUNDATION will compute payroll for all employees.

Inspect

1. Run your Pre-Check Register.
    - From the Main Menu, go to ***Payroll > Daily > Pre-Check Registers > Pre-Check Registers.***
    - Fill out the “Criteria” tab as needed and click the “Report” tab.



    - The Pre-Check Register will open.

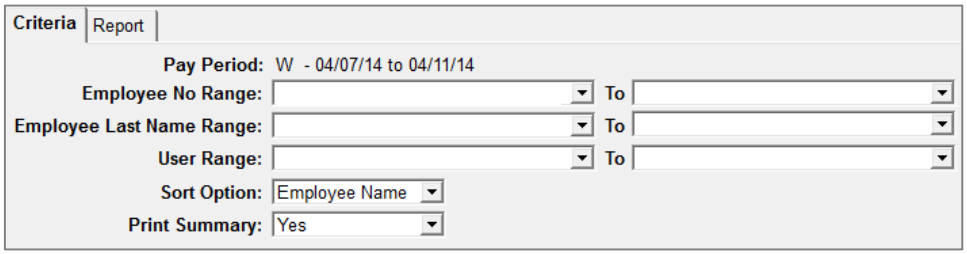


07/11/2014 08:57:37 AM — Kari's Company — Page 1 of 1

Pre-Check Register
04/07/14 to 04/11/14

Employee	<=== Paid Hours ===> REG / OVT	QTY / OTH	<====== Earnings ======> REG Wages / OVT Wages	Taxable Add / Non-Tax Add	Tx Uni Frng / Emp Fringe	Gross Pay / Tot Taxable	<========== Deductions ==========> FICA / Federal	State / Local	Union / Misc	Net Pay / Pay Method
104										
Reid , Jake	40.00	0.00	740.00	0.00	0.00	740.00	52.79	17.34	0.00	558.20
	0.00	0.00	0.00	0.00	0.00	690.00	61.67	0.00	50.00	Check
Employees: 1	40.00		740.00		0.00		52.79		0.00	
	0.00		0.00		0.00		61.67		50.00	
Total Checks: 1		0.00		0.00		740.00		17.34		
Total Direct Deposits: 0		0.00		0.00		690.00		0.00		558.20
Total Adjustments: 0										

2. Run your General Ledger Register.
    - From the Main Menu, go to ***Payroll > Daily > Pre-Check Registers > General Ledger Register***.
    - Fill out the “Criteria” tab as needed and click the “Report” tab to run all records.



The G/L Register will display.

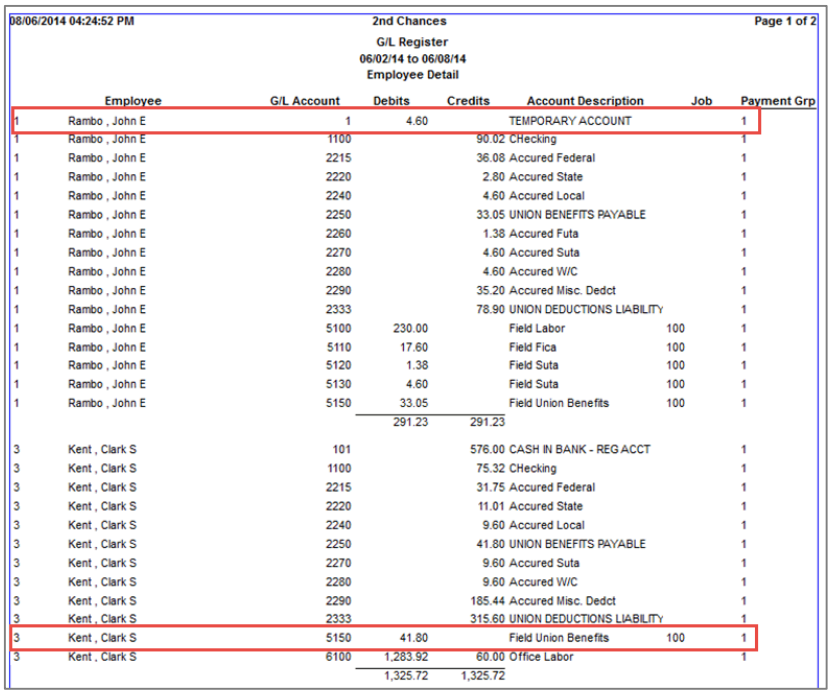
To run the General Ledger Register, from the Main Menu go to ***Payroll > Daily > Pre-Check Registers > General Ledger Register.***

Below are the key things to look for to determine if all settings are in place and flowing correctly:

1. The "1-Temporary Account" - If you see this account anywhere on the register it is a sign that something was forgotten in the setup.
2. On the G/L Summary - Check to make sure your Liability accounts are accruing correctly. If not, look at the Misc. Deduction Register.
3. If you use divisions, make sure that nothing is hitting your error divisions.

In the example below there are General Ledger issues for both employees that would need to be fixed:

- Employee 1 has a debit amount going to the "1- Temp Account."
- Employee 3 is an Admin Employee and has a debit amount going to account "5150" (a job cost account).



08/06/2014 04:24:52 PM — 2nd Chances — Page 1 of 2

G/L Register
06/02/14 to 06/08/14
Employee Detail

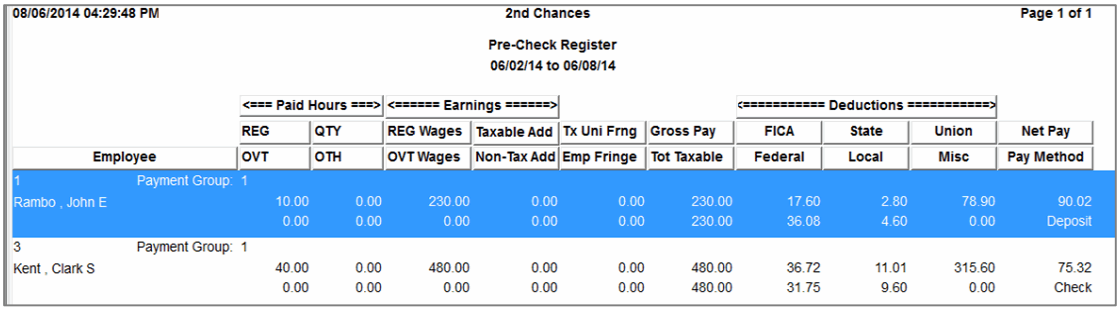
	Employee	G/L Account	Debits	Credits	Account Description	Job	Payment Grp
1	Rambo , John E	1	4.60		TEMPORARY ACCOUNT		1
1	Rambo , John E	1100		90.02	CHecking		1
1	Rambo , John E	2215		36.08	Accured Federal		1
1	Rambo , John E	2220		2.80	Accured State		1
1	Rambo , John E	2240		4.60	Accured Local		1
1	Rambo , John E	2250		33.05	UNION BENEFITS PAYABLE		1
1	Rambo , John E	2260		1.38	Accured Futa		1
1	Rambo , John E	2270		4.60	Accured Suta		1
1	Rambo , John E	2280		4.60	Accured W/C		1
1	Rambo , John E	2290		35.20	Accured Misc. Dedct		1
1	Rambo , John E	2333		78.90	UNION DEDUCTIONS LIABILITY		1
1	Rambo , John E	5100	230.00		Field Labor	100	1
1	Rambo , John E	5110	17.60		Field Fica	100	1
1	Rambo , John E	5120	1.38		Field Suta	100	1
1	Rambo , John E	5130	4.60		Field Suta	100	1
1	Rambo , John E	5150	33.05		Field Union Benefits	100	1
			291.23	291.23			
3	Kent , Clark S	101		576.00	CASH IN BANK - REG ACCT		1
3	Kent , Clark S	1100		75.32	CHecking		1
3	Kent , Clark S	2215		31.75	Accured Federal		1
3	Kent , Clark S	2220		11.01	Accured State		1
3	Kent , Clark S	2240		9.60	Accured Local		1
3	Kent , Clark S	2250		41.80	UNION BENEFITS PAYABLE		1
3	Kent , Clark S	2270		9.60	Accured Suta		1
3	Kent , Clark S	2280		9.60	Accured W/C		1
3	Kent , Clark S	2290		185.44	Accured Misc. Dedct		1
3	Kent , Clark S	2333		315.60	UNION DEDUCTIONS LIABILITY		1
3	Kent , Clark S	5150	41.80		Field Union Benefits	100	1
3	Kent , Clark S	6100	1,283.92	60.00	Office Labor		1
			1,325.72	1,325.72			

- For employee 1, the $4.60 is what needs to be fixed.
- For employee 3, you would have to check the timecard and the Department Record to begin the process of determining what is wrong.

4. Run other necessary pre-check registers.

   - From the Main Menu, go to Payroll > Daily > Pre-Check Registers.
   - Determine which of the other pre-check registers are important to you and your company. For example, if you use unions, you should run the Union Deductions/Fringes Register. If you have a lot of miscellaneous deductions you should run the Miscellaneous Deductions Register. Talk with your trainer to determine the pre-check registers you should run.

With the Pre-Check Register you can check most calculations in one place, including hours, gross pay, federal/state/local taxes, union deducts, and miscellaneous deductions.



08/06/2014 04:29:48 PM — 2nd Chances — Page 1 of 1

Pre-Check Register
06/02/14 to 06/08/14

	<=== Paid Hours ===>		<====== Earnings ======>				<========== Deductions ==========>			
	REG	QTY	REG Wages	Taxable Add	Tx Uni Frng	Gross Pay	FICA	State	Union	Net Pay
Employee	OVT	OTH	OVT Wages	Non-Tax Add	Emp Fringe	Tot Taxable	Federal	Local	Misc	Pay Method
1 Payment Group: 1										
Rambo , John E	10.00	0.00	230.00	0.00	0.00	230.00	17.60	2.80	78.90	90.02
	0.00	0.00	0.00	0.00	0.00	230.00	36.08	4.60	0.00	Deposit
3 Payment Group: 1										
Kent , Clark S	40.00	0.00	480.00	0.00	0.00	480.00	36.72	11.01	315.60	75.32
	0.00	0.00	0.00	0.00	0.00	480.00	31.75	9.60	0.00	Check

Note: FICA is the employee portion of the combined Social Security and Medicare rate, and may vary by 1-3 cents from your current payroll.

Other Registers

There are 12 other registers in the Pre-Check Register section of the Payroll, Daily menu. You should run and review any pre-check registers that apply to you.

For example, if you are a union contractor, you should run the Union/Fringe and Deductions Register. If you have a lot of miscellaneous deductions, you should run the Misc. Deductions Register.

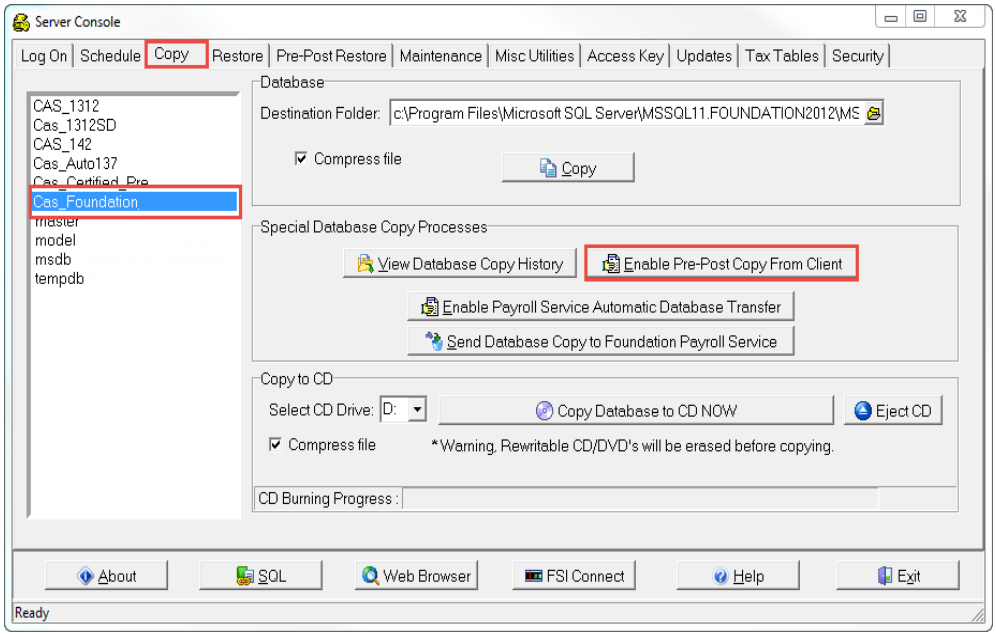
Finding Something Wrong

If you find anything that is wrong when you are testing payroll, such as a tax amount, union fringe, etc., you should look at the respective maintenance record to try and figure out the problem. For example, if your tax amount is incorrect, look at the maintenance record for that tax table. If you cannot solve the issue on your own, ask your trainer for help.

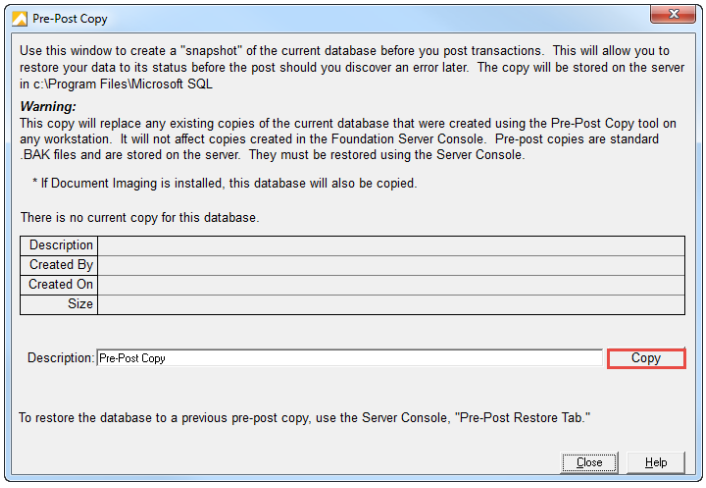
Please note that the more careful you are when setting up the Payroll Module and when double checking your numbers, the more likely it is that the first payroll you put into FOUNDATION will be correct. It is highly recommended that you test your payroll **more than once**.

5. Complete a pre-post copy.

- Enable the Pre-Post Copy function by going to the “Copy” tab on the Server Console. Select the database on the left side of the window and click the [Enable Pre-Post Copy from Client] button.



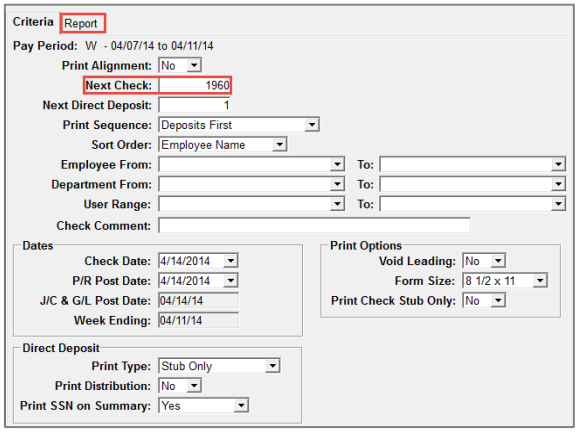
- From the Main Menu, go to ***Tools > System > Other > Pre-Post Copy***.
- Read the warning message.
- If you understand and want to continue, enter a description in the *Description* field.
- Click [Copy].


Pre-Post Copy
Use this window to create a "snapshot" of the current database before you post transactions. This will allow you to restore your data to its status before the post should you discover an error later. The copy will be stored on the server in c:\Program Files\Microsoft SQL
Warning:
This copy will replace any existing copies of the current database that were created using the Pre-Post Copy tool on any workstation. It will not affect copies created in the Foundation Server Console. Pre-post copies are standard .BAK files and are stored on the server. They must be restored using the Server Console.
* If Document Imaging is installed, this database will also be copied.
There is no current copy for this database.
Description
Created By
Created On
Size
Description:
Pre-Post Copy
Copy
To restore the database to a previous pre-post copy, use the Server Console, "Pre-Post Restore Tab."
Close
Help

- After a moment, a message will appear indicating that the pre-post database copy was “Successfully created.” Click [OK].

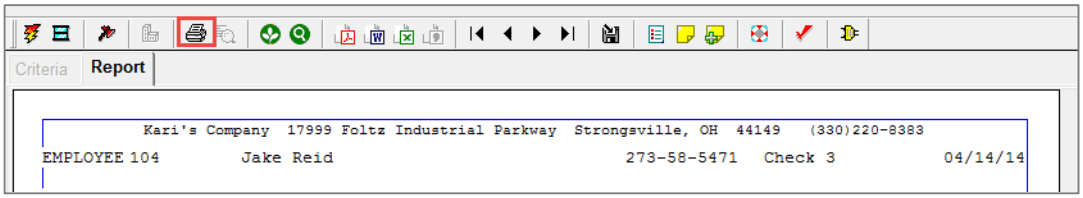
Post

1. Print Paychecks and Direct Deposits.
    - From the Main Menu, go to ***Payroll > Daily > Print Paychecks and Direct Deposits***.
    - Fill out the "Criteria" tab as needed.
    - Make sure the number in the *Next Check* field corresponds with your check stock.
    - Click the "Report" tab.

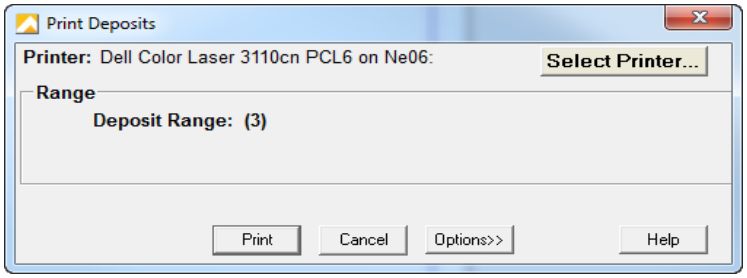


Note: By default, direct deposits print separately from checks. If you would like to change this, make the appropriate selection in the *Print Sequence* field.

2. Print the checks and direct deposits.
    - After you click on the "Report" tab, the checks will display.
    - Print the checks and direct deposit by clicking on the print button on the toolbar.


Criteria
Report
Kari's Company 17999 Foltz Industrial Parkway Strongsville, OH 44149 (330)220-8383
EMPLOYEE 104 Jake Reid 273-58-5471 Check 3 04/14/14

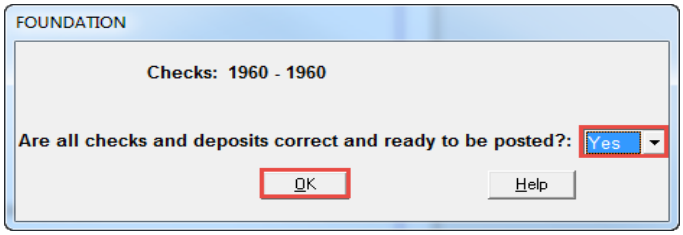
    - On the Print window, select the correct printer and click [Print].



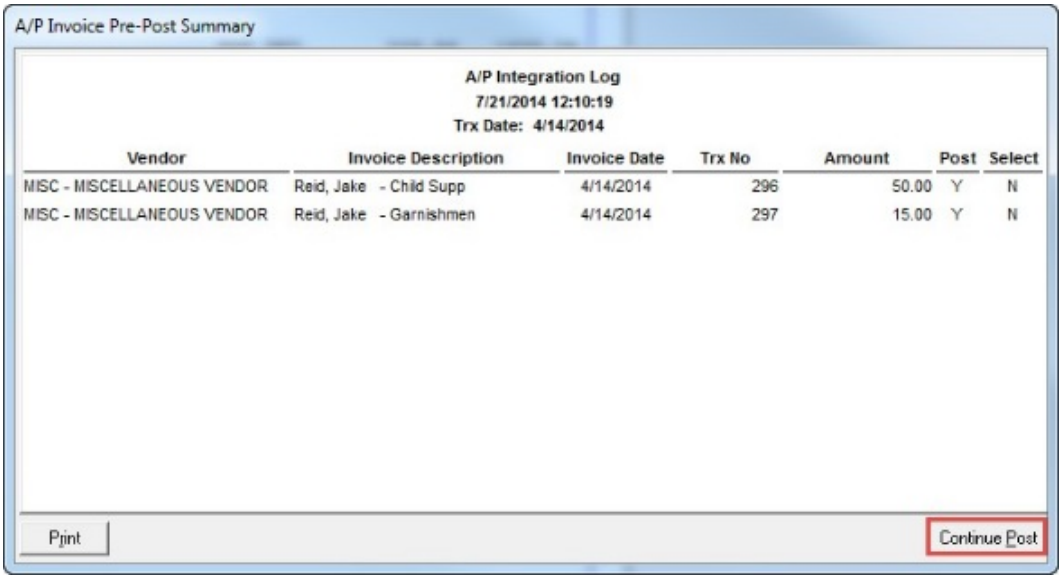
Note: Once checks and direct deposits are posted, they **cannot** be reprinted, so Foundation Software, Inc. recommends you print your checks and direct deposits before posting.

3. Post the checks and direct deposits.
   Once posted, your payroll is committed to your payroll history and it updates your job costing and the General Ledger.

   - After you print and review the checks and direct deposits, a dialog box opens asking if everything is correct and ready to be posted. Verify everything printed correctly and select “Yes” and click [OK].



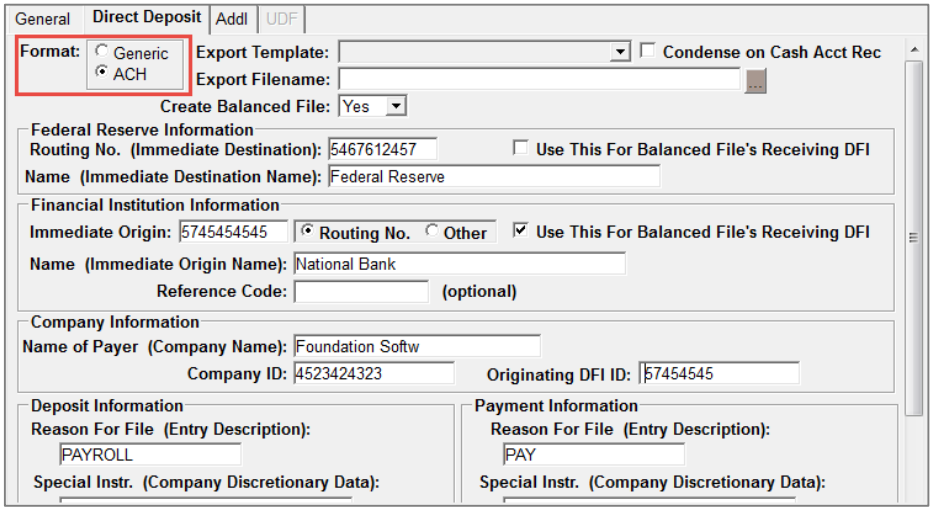
   - If A/P Integration is set up, the A/P Invoice Pre-Post Summary window opens. Click [Continue Post].



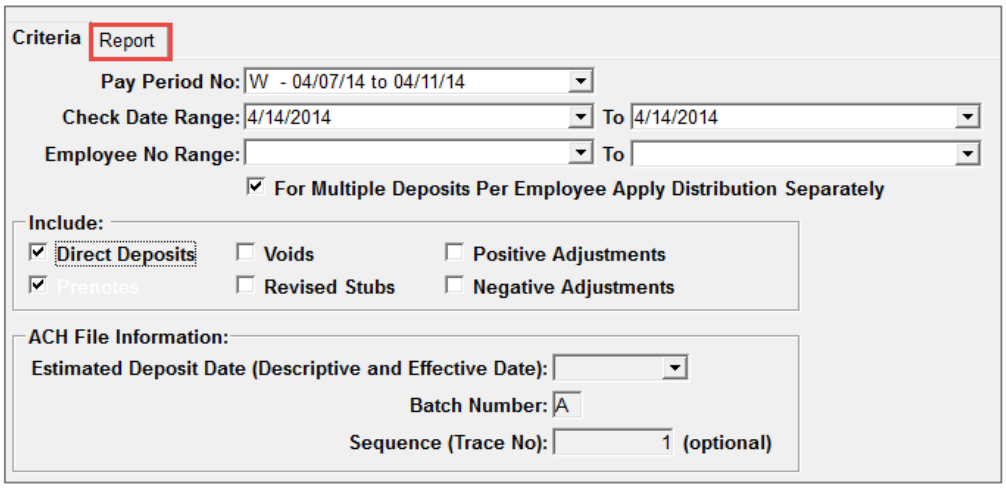
Note: Foundation Software Inc. recommends that you purge your timecards.

Evaluate/Export

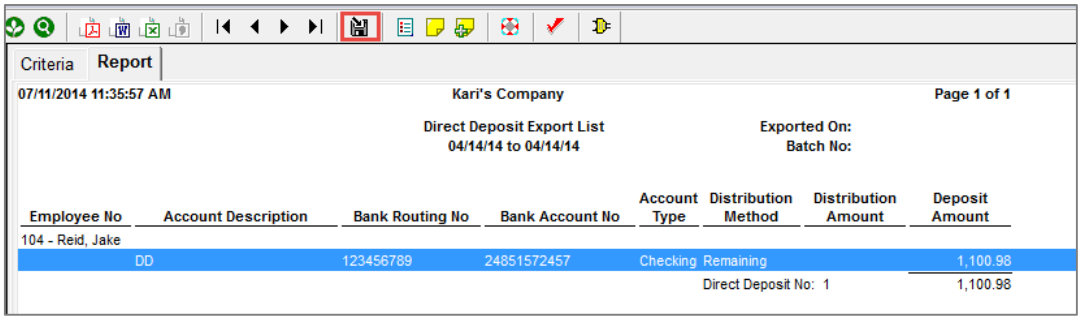
1. Create an ACH file for your bank.
    - On the Account Record of your checking account, click on the “Direct Deposit” tab.
    - In the *Format* field, select “ACH.”
    - Fill out the necessary fields.
    - Click [OK] to save the record.



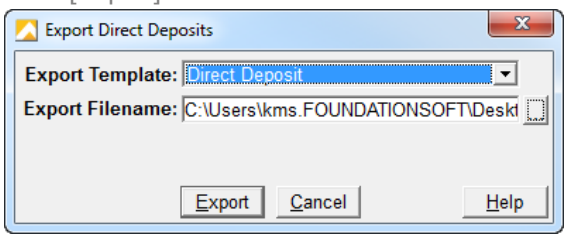
2. Export Direct Deposits.
    - From the Main Menu, go to ***Payroll > Daily > Export Direct Deposits***.
    - Fill out the “Criteria” tab as needed and click the “Report” tab.



- Review the Direct Deposit Export List and post it.



- In the Export Direct Deposits dialog box that opens, in the Export Template field, select your template.
- In the Export Filename field, enter the location the file will be saved to, or click the button to browse to the location.
- Click [Export].



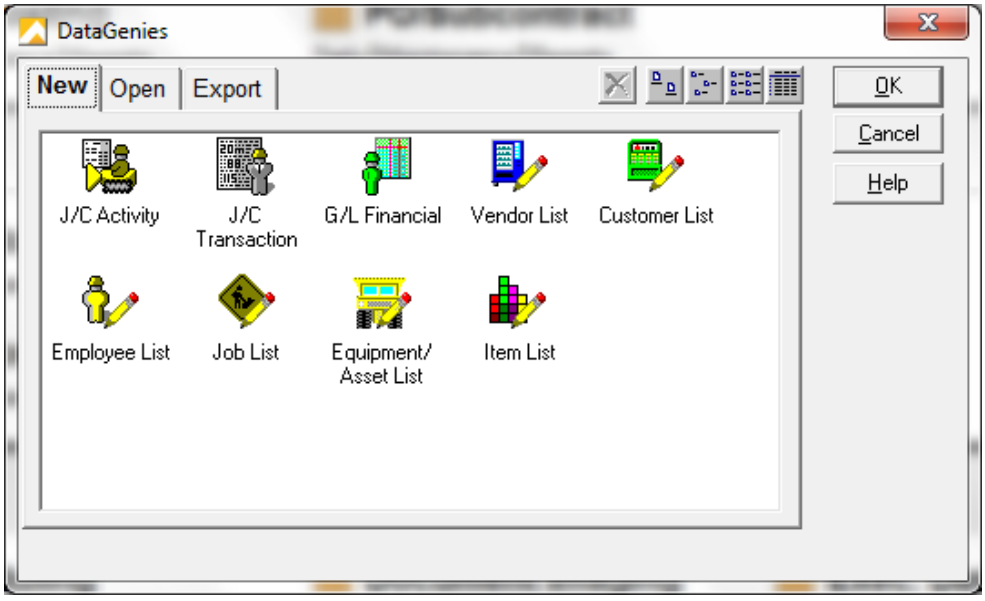
- Locate the file and upload it to your bank.

3. Run Select Reports.
   - Foundation Software, Inc., recommends running the 941 Deposit and Certified Payroll Reports, if applicable. Experiment and explore what reports are best for you.

Customizing J/C Activity Reports

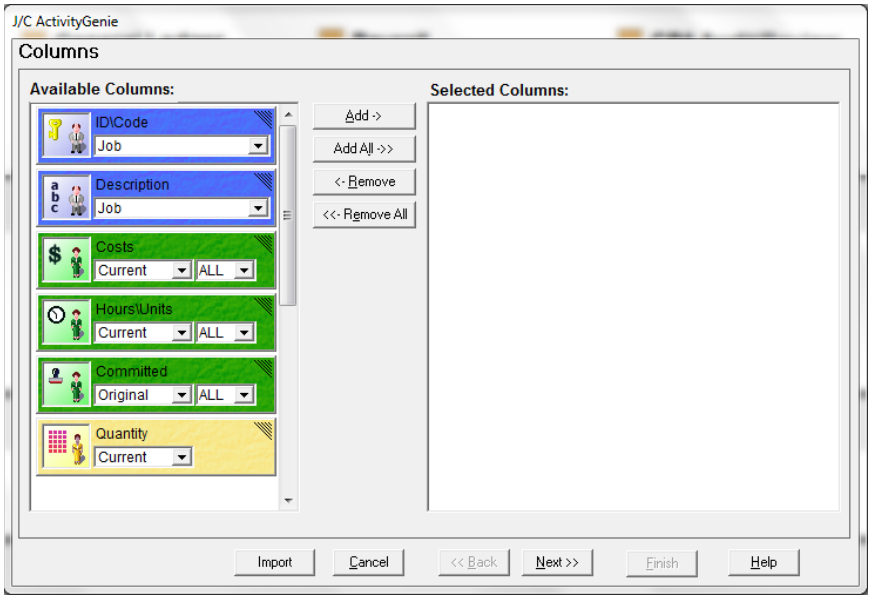
1. On the DataGenies “New” tab, select the type of custom report you want to create.

“New” Tab

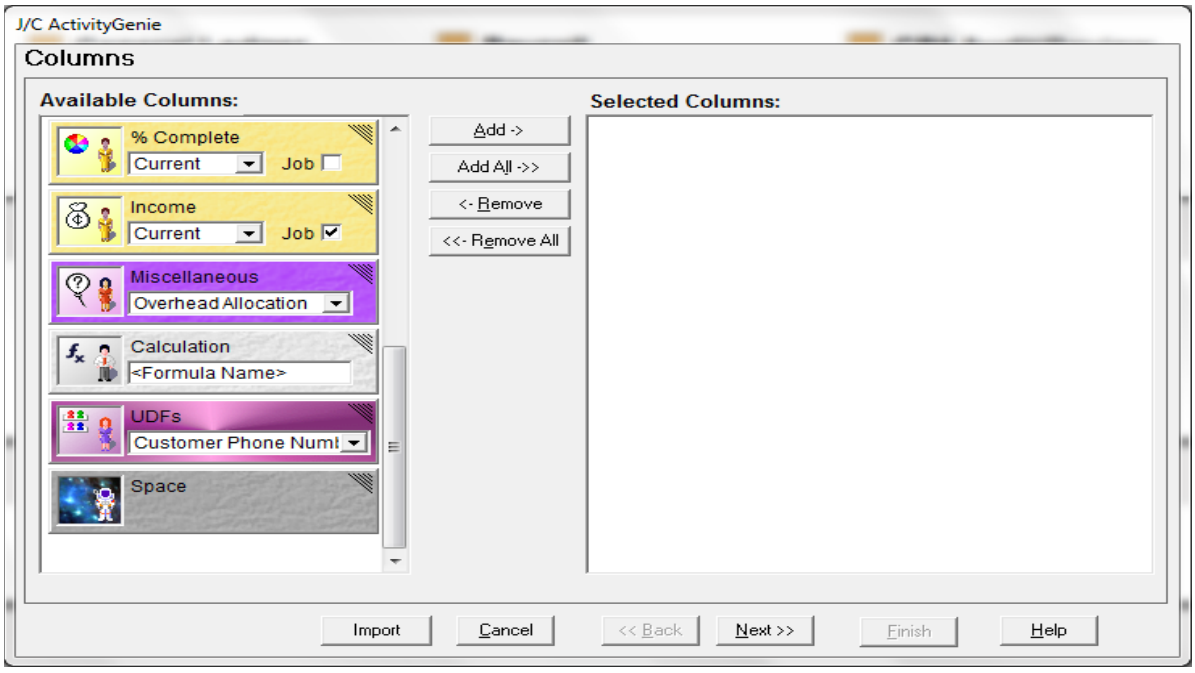


2. On the Column Selection window, select columns you want to appear.

Column Selection Window

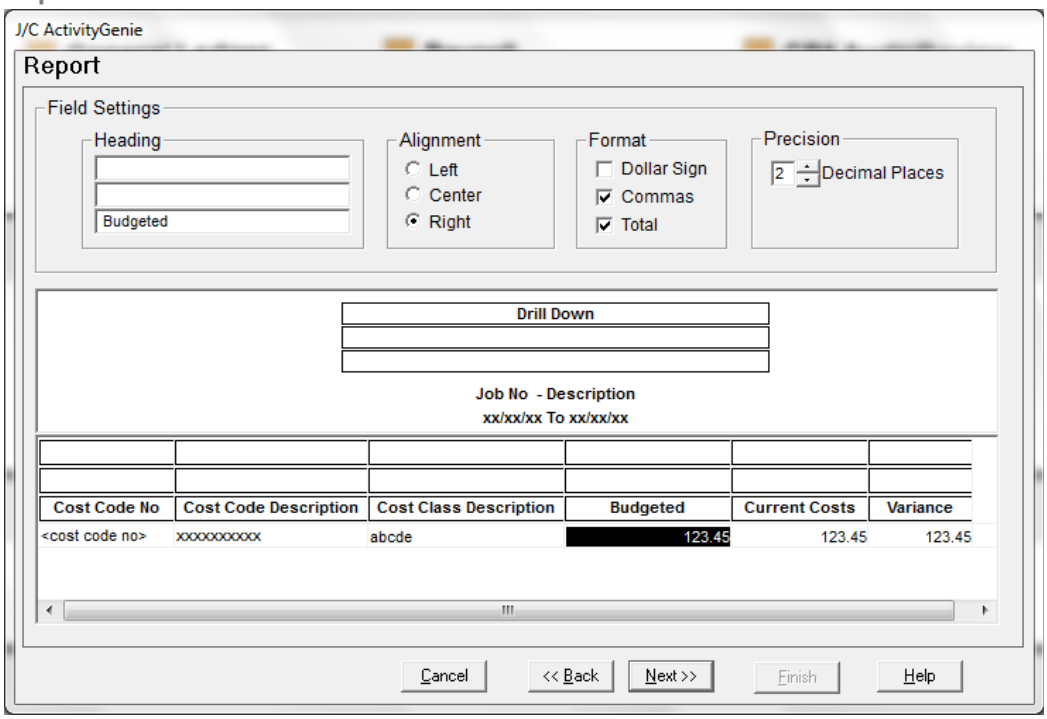


Column Selection Window Continued



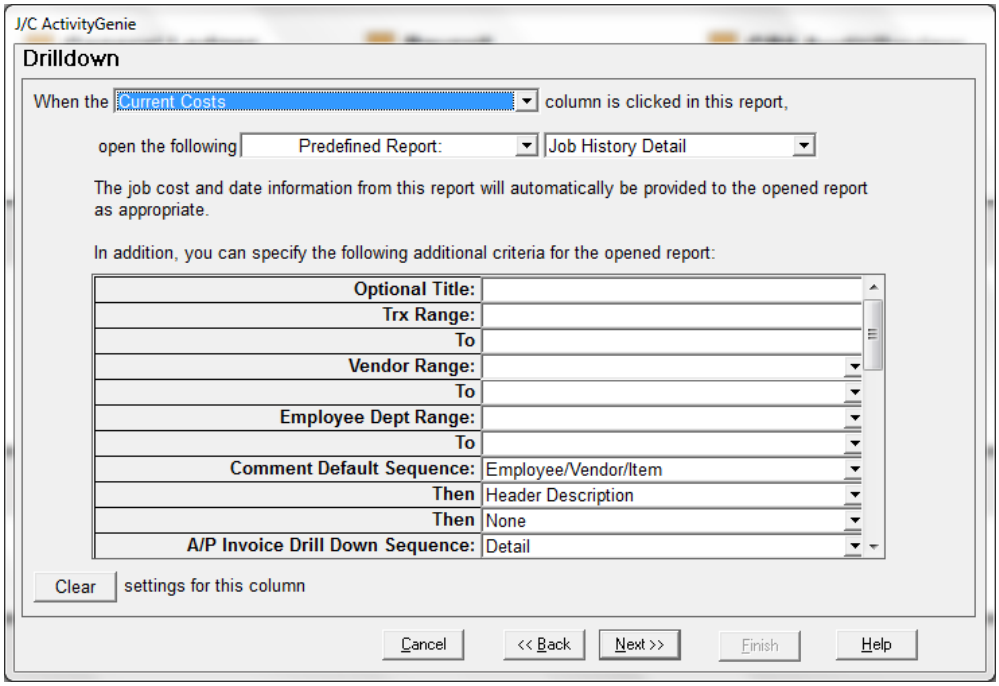
3. On the Report window, you can modify the report title, the column headings, and the column sizes.

Report Window



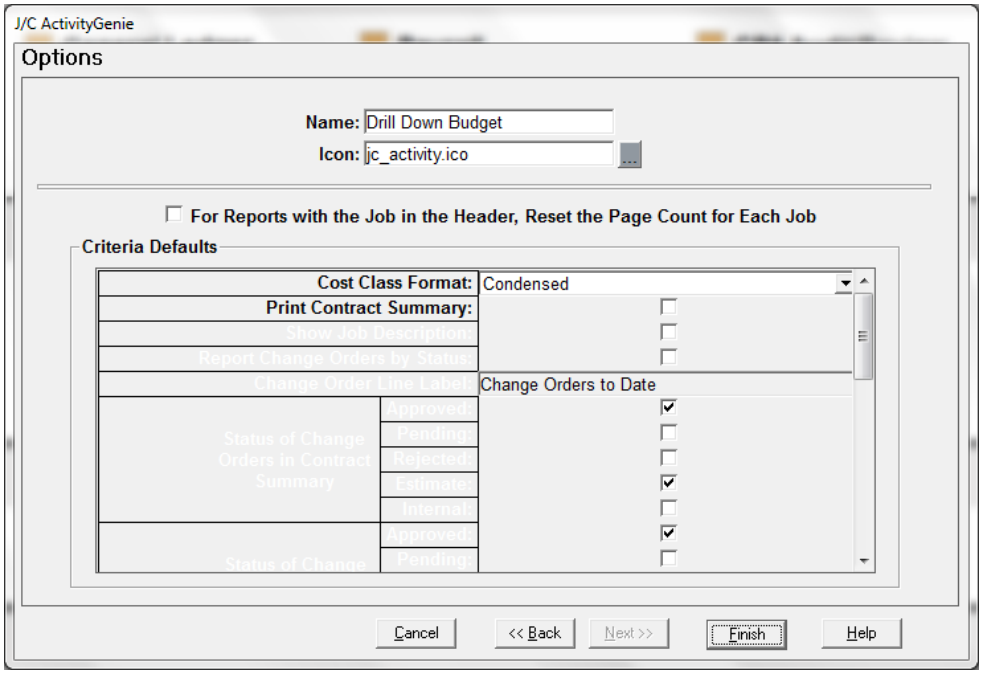
4. On the Drilldown window, you can create drilldown options for your custom J/C Activity report.

Drilldown Window


J/C ActivityGenie
Drilldown
When the Current Costs column is clicked in this report,
open the following Predefined Report: Job History Detail
The job cost and date information from this report will automatically be provided to the opened report as appropriate.
In addition, you can specify the following additional criteria for the opened report:
Optional Title:
Trx Range:
To
Vendor Range:
To
Employee Dept Range:
To
Comment Default Sequence: Employee/Vendor/Item
Then Header Description
Then None
A/P Invoice Drill Down Sequence: Detail
Clear settings for this column
Cancel
<< Back
Next >>
Finish
Help

5. On the Options window, enter the name of the report and set criteria defaults.

Options Window



Running J/C Activity Reports

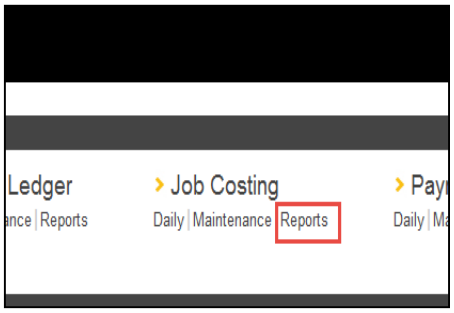
Reporting is one of the most powerful features of FOUNDATION. Reports detail the transactions posted to a single module or a combination of modules. For example, timecard data is pulled into payroll reports while timecard, invoice, and change order data can be pulled into job costing reports, while other information can be pulled into general ledger reports.

Since the data comes from posted transactions throughout the system, data cannot be changed in a report, it can only be viewed. This means you cannot fix mistakes on a report.

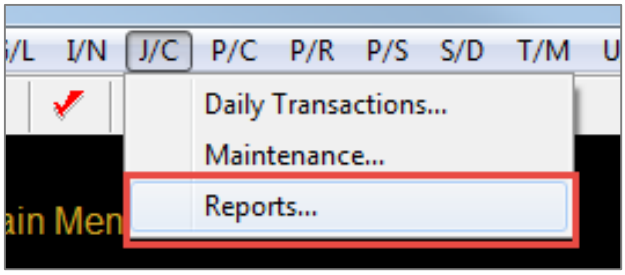
The menu for each module include a ***Reports*** section. The ***Reports*** section has a variety of reports you can choose from. The reports are specific to each module.

You can access report menus two ways:

1. Main Menu:



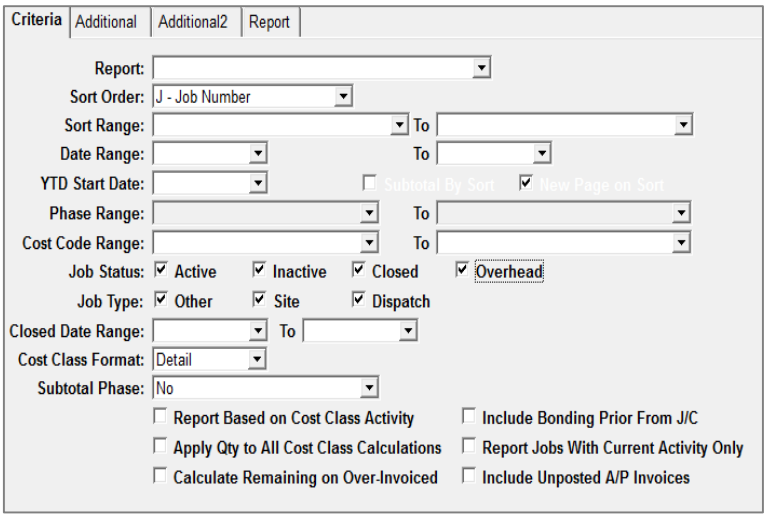
2. Toolbar at the top of FOUNDATION:



The “Criteria” Tab

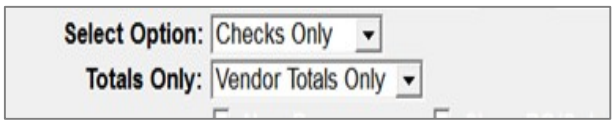
When you open a report, the first window that opens is the “Criteria” tab of the report. On the “Criteria” tab, you can use the fields to narrow down what displays on the report. The “Criteria” tab of each report varies by report.

Below is the J/C Activity Report “Criteria” tab. For this report, you can choose to run the report for a specific date range, job, project manager, etc.

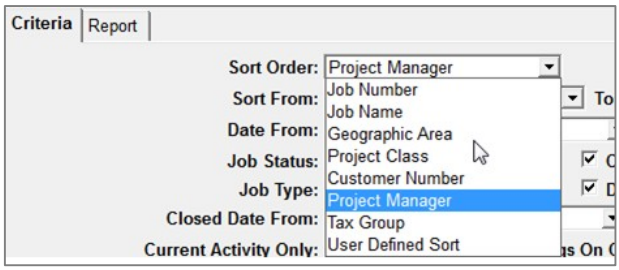


Below are some fields to look for and tips to help you navigate through many of the reports in FOUNDATION:

1. FOUNDATION transactions are always recorded with a date, so on almost all reports you can enter a date range. If you can’t find the information you are looking for on a report, try widening the date range you enter on the “Criteria” tab.
2. The *Totals Only* field gives you the option to generate a simplified version of the report.

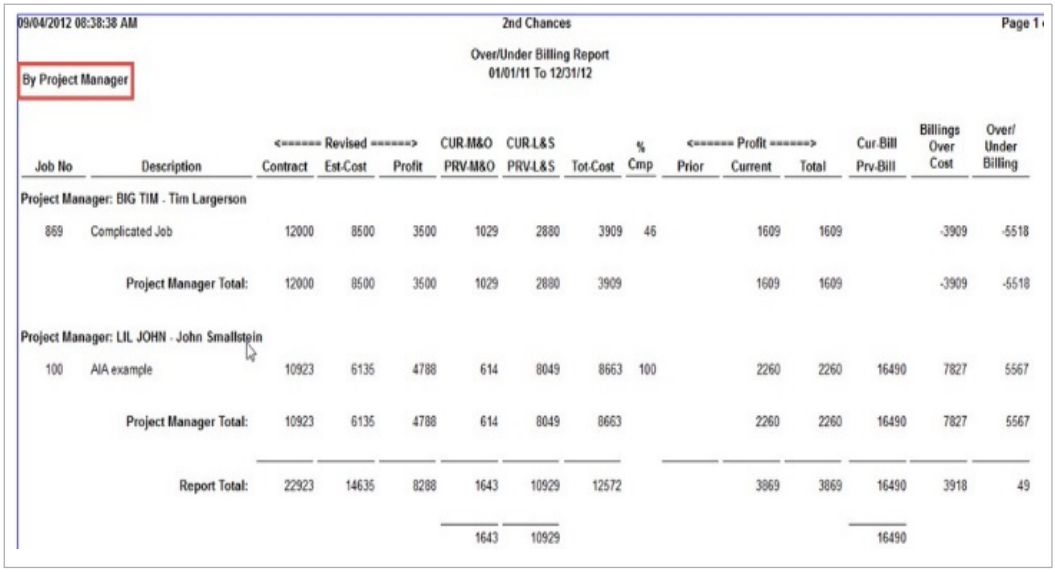


3. The *Sort Order* field determines the order in which the data in the report is grouped and organized. For example, it determines if a job costing report is organized by job name or job number.



On job costing reports, sorting can be a great way to compare information. For example you can run reports by Project Manager or Geographic Area, as long as a these fields are indicated on the Job Record.

Below is an example of an Over/Under Billing Report sorted by Project Manager.



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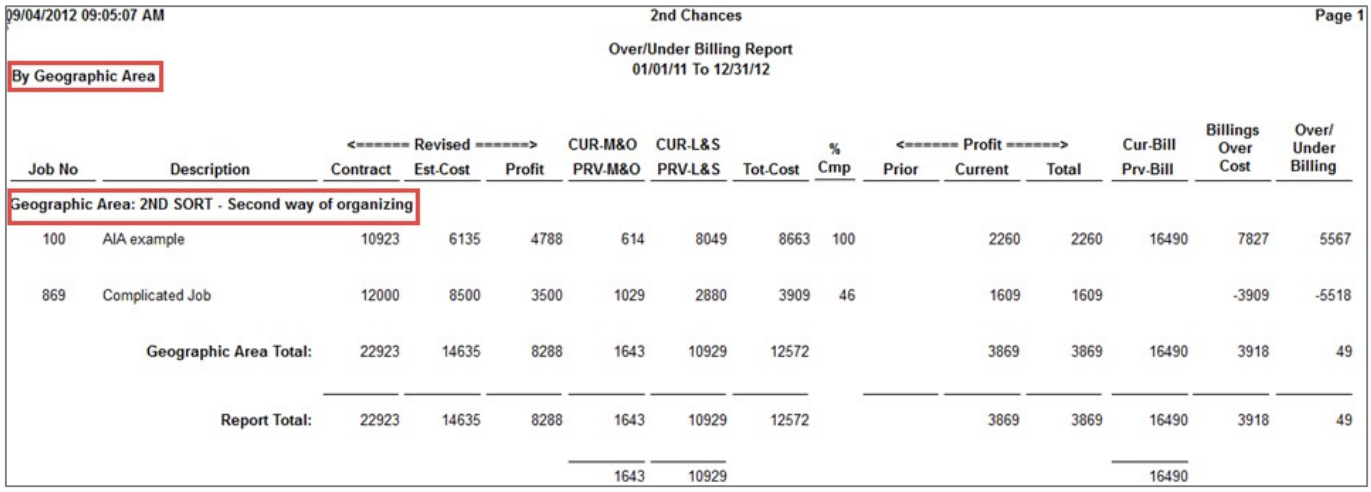
Over/Under Billing Report
01/01/11 To 12/31/12

By Project Manager

Job No	Description	<====== Revised ======> Contract	Est-Cost	Profit	CUR-M&O PRV-M&O	CUR-L&S PRV-L&S	Tot-Cost	% Cmp	<====== Profit ======> Prior	Current	Total	Cur-Bill Prv-Bill	Billings Over Cost	Over/ Under Billing
Project Manager: BIG TIM - Tim Largerson														
869	Complicated Job	12000	8500	3500	1029	2880	3909	46		1609	1609		-3909	-5518
	Project Manager Total:	12000	8500	3500	1029	2880	3909			1609	1609		-3909	-5518
Project Manager: LIL JOHN - John Smallstein														
100	AIA example	10923	6135	4788	614	8049	8663	100		2260	2260	16490	7827	5567
	Project Manager Total:	10923	6135	4788	614	8049	8663			2260	2260	16490	7827	5567
	Report Total:	22923	14635	8288	1643	10929	12572			3869	3869	16490	3918	49
					1643	10929						16490		

This is the same report, only in this example it is sorted by Geographic Area.



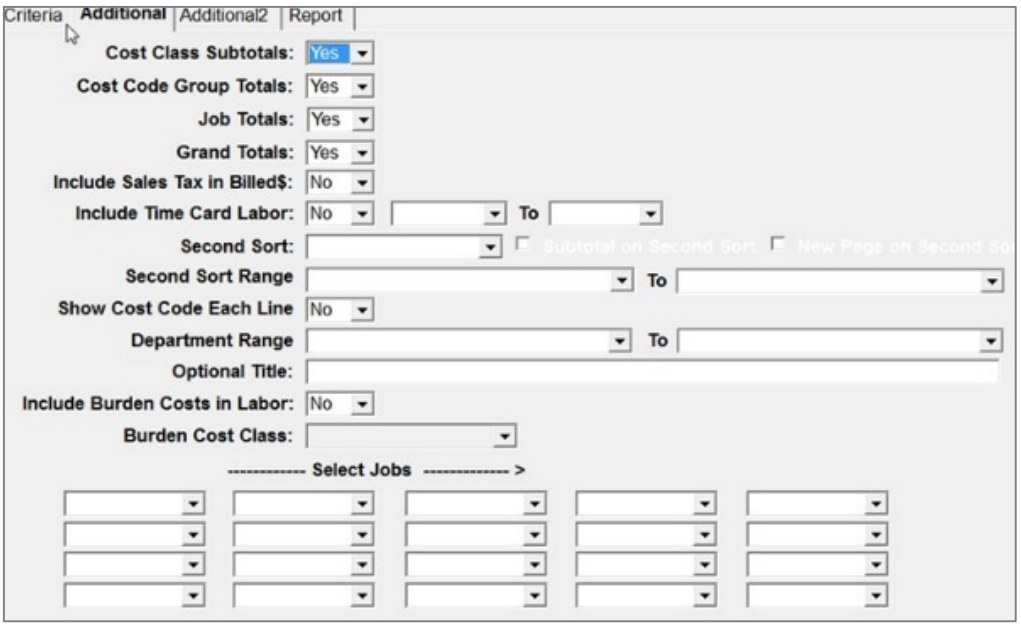
09/04/2012 09:05:07 AM — 2nd Chances — Page 1

Over/Under Billing Report
01/01/11 To 12/31/12

By Geographic Area

Job No	Description	<====== Revised ======> Contract	Est-Cost	Profit	CUR-M&O PRV-M&O	CUR-L&S PRV-L&S	Tot-Cost	% Cmp	<====== Profit ======> Prior	Current	Total	Cur-Bill Prv-Bill	Billings Over Cost	Over/ Under Billing
Geographic Area: 2ND SORT - Second way of organizing														
100	AIA example	10923	6135	4788	614	8049	8663	100		2260	2260	16490	7827	5567
869	Complicated Job	12000	8500	3500	1029	2880	3909	46		1609	1609		-3909	-5518
	Geographic Area Total:	22923	14635	8288	1643	10929	12572			3869	3869	16490	3918	49
	Report Total:	22923	14635	8288	1643	10929	12572			3869	3869	16490	3918	49
					1643	10929						16490		

Some reports include additional tabs that contain more specific report settings. These tabs are optional and often skipped, but contain a variety of fields that allow you to combine and separate information on the report. Below you will see the additional options on the “Additional” tab of the J/C Activity Report.



Most reports have additional criteria tabs and sorting options that vary by report, as each report provides you with specific types of information.

Running a Report

To run a report:

1. Click on the “Report” tab. Once you click on this tab, the report is generated.
2. Review the report.
3. If necessary, change settings from the “Criteria” or additional tabs by clicking on the tabs and making the changes.
4. Click on the “Report” tab again.

Printing a Report

You can print a report three ways. You can click on the print icon on the FOUNDATION toolbar, hit <Ctrl> + <p> on your keyboard, or select ***File > Print*** on the top toolbar.

Reports will either have a landscape (horizontal) or portrait (vertical) orientation, based on the level of detail in the report. When you print portrait reports, you can choose to print them in a landscape orientation. However, we **do not** recommend that you print landscape reports in a portrait orientation as information on the right side of the report may print on a second page.

Exporting Reports

You can also export reports as a PDF, Word, Excel, or CSV file using the icons on the FOUNDATION toolbar (pictured below). When you click on these icons, you will be asked to enter a file name and select the location to which you want to save the document. Once you save the file, the exported document will open.

Customized Reports

You can run customized reports in the Job Costing and General Ledger Modules

J/C DAILY

ADDING J/C CHANGE ORDERS & BUDGET ADJUSTMENTS

If you've decided to budget your jobs in order to provide more material for job management and analysis, you'll need to establish the initial budget for each job. Once the initial budget has been established, however, there will frequently be changes, either positive or negative, to those numbers. To record those changes, you will use the change orders function.

Change orders do not need to be posted to take effect. They will be included on reports and in job totals as long as the Status is either "Approved" or "Estimate" and the report is run for a date after or including the Date of the change order. After entering change orders, you may choose to print them. Keep in mind that you can also use a "Pending", "Internal" or "Rejected" status but those may need to be added to your reports in order to have the data print out.

To enter a change order:

1. From the Main Menu, go to ***Job Costing > Daily, > Enter Change Orders.***
2. Complete the appropriate fields on each tab.
3. Verify and save the record.

The J/C Change Order General Tab

The information on this tab is used to attach the change order to a particular job, give it a number, and establish total amounts of the change. The amount fields are totals that can be further broken down on the "Distribution" tab.

The fields of the J/C Change Order "General" tab include:

- **Job No** - Indicate for which job this change order is being entered. The dropdown menu will show all jobs, and it will indicate which jobs are budgeted and which are not.
- **Change Order No** - Each change order that is entered for a particular job must have a unique change order number. You may enter one here or leave this field blank and allow FOUNDATION to determine the number. If you leave it blank, FOUNDATION will increment the number by one each time.

- **Seq** - This field is not typically used, but it can work in conjunction with the *Change Order No* field to determine a unique number for a change order. It is useful when you need to enter an adjustment to an existing change order. Use the same number as the original change order, and enter up to three digits as the Seq number.
- **Owner Co No** - This field is optional but can be used to indicate the job owner's change order number if it is different than the *Change Order No* above. If entered, this number can be used as selection criteria in some reports.
- **Date** - Enter the date the change order should be placed in job costing history. The change order will "take effect" as of the date entered here only if it's *Status* has been set to "Approved" or "Estimate."
- **Status** - This field is used to indicate the current status of a change order. This field may be modified later, so you can initially enter a change order as "Pending" and then change it to "Approved" later. Your options include:
    - "Approved" – Use this option to indicate that the change order has been accepted and should be included in reports as of the date in the *Date* field.
    - "Pending" – This option is useful if you want to enter a change order for tracking purposes before it has actually been approved. "Pending" change orders will not actually affect reports until the *Status* has been changed.
    - "Rejected" – You may need to change the Status of a change order to "Rejected" if it has not been accepted and you're sure it won't be. You could also simply delete the change order, but choosing "Rejected" allows you to continue tracking the change order without actually allowing it to affect reports.
    - "Estimate" – This choice is used to make changes to the original estimate information, as opposed to the contract information. "Estimate" change orders are considered approved as of the date in the Date field. This are normally used for Updating the Budget. It will give the company an audit trail, plus update your WIP Over/Under Billing Reports.
    - "Internal" – This choice allows another sorting option when listing change orders. However, it will not affect reports or job totals.
- **Income, Quantity, Cost, and Units (Summary)** - A change order can affect any combination of income, quantity, cost and units that were originally budgeted for the job. In other words, you could enter a change in income and cost, a change in income, cost and units, or a change in just cost. The numbers entered in these fields should reflect totals for all job cost detail for each change order. If the totals need to be broken down by phase, cost code or cost class, you will do so on the "Distribution" tab. Items broken down on the "Distribution" tab must equal the number entered on the "General" tab.
    - **Income** - If the change order should affect the budgeted income, enter the amount by which income should be changed here. For example, if income budgeted should be increased by $20,000, enter "20000" here. If the income should be decreased by $5,000, enter "-5000" here.

- **Quantity** - If the change order should affect a budgeted quantity, enter the amount by which the quantity should be changed here. For example, if one cost code was originally budgeted to include 925 linear feet of water lines but should now include 1000 linear feet total, you would need to enter “75” here. You would then need to access the “Distribution" tab to distribute the increased quantity to a particular cost code.
- **Cost** - If the change order should affect the budgeted cost, enter the amount by which cost should be changed here. For example, if the cost of three cost classes should be decreased by a total of -$5,000, enter “-5000” here. You would then need to access the “Distribution" tab to distribute the decreased cost to the correct cost codes and cost classes.
- **Units** - If the change order should affect the number of units budgeted, enter the number by which the units should be changed here. For example, if one cost code was originally budgeted to include 15 units but should now only include ten, you would enter “-5” here. You would then need to access the “Distribution" tab to distribute the decreased units to the correct cost code.

- **Comments** - This field is informational only and allows you to enter any comments pertaining to the change order.
- **Printable** - If you want to be able to produce a printed version of the change order, enable this checkbox. Doing so will enable the “Printable" tab, where you may type the information that will appear in the body of the printed change order.
- **Enable Unit Price Detail** - This checkbox is only available when the *Printable* checkbox is enabled. Enable this checkbox if you want to enter/print unit price detail for this change order. Doing so will make the *UM, Quantity*, and *Unit Price* columns available on the “Printable” tab. To cause this checkbox to be enabled by default for all printable change orders, enable the *On Printable J/C COs Enable Unit Price Detail* checkbox on the “General” tab of the Job Costing Control File.
- **Profit** - This field is informational only and cannot be modified. FOUNDATION will calculate the change in profit from this change order only (Income – Cost) and display the results here.
- **Include in % Complete** - This field is only relevant if the job against which you are entering the change order will be billed through the percent-complete method. If so, this checkbox can be used to indicate if the change order’s amounts should be used when determining the job’s percentage of completion. If so, enable the checkbox.

The J/C Change Order Distribution Tab

This tab only needs to be accessed if you need to distribute the total changed income, quantity, cost, or units to one or more phases, cost codes, or cost classes. It will only be enabled if the job selected on the "General" tab is marked as budgeted.

The fields of the J/C Change Order "Distribution" tab include:

- **Phase -** This field will only be visible if you have elected to use phases as part of your Job Cost Detail. If so, you may distribute a total from the “General" tab to a specific phase, cost code, and cost class by indicating a phase here. You will only be allowed to enter phases selected as part of the job’s budget.
- **Cost Code -** To distribute a total from the “General" tab to a specific cost code or cost class, you need to indicate the cost code here. You will only be allowed to enter cost codes selected as part of the job’s budget.
- **Cost Class -** To distribute a total from the “General" tab to a specific cost class, you need to first indicate the cost code, then indicate the cost class here. You will only be allowed to enter cost classes selected as part of the job’s budget. If you are distributing income on this row, you should not enter a cost class.
- **Cost, Units, Quantity, and Income -** Enter the portion of either cost, units, quantity, or income that should be distributed to the corresponding cost code or cost class. You should only complete one of these fields per row. For instance, if you need to change cost and income for the same cost code, you’ll need to enter two rows with the same cost code. Complete the *Cost* field on one and the *Income* field on another.

  Note: The total for each item must equal the corresponding total from the “General" tab, which is displayed in the *Total* row. In other words, the total of all rows of cost must equal the total cost from the “General" tab.
- **Vendor** -When a cost class has been selected for a distribution row, a vendor can also be attached to the row. If cost is also entered for the distribution row, FOUNDATION will prompt you to auto-create a PO/Sub when the change order is saved.
- **Distributed row** - This row will display the totals of amounts entered in each column and cannot be modified. The totals must match the amounts entered on the “General" tab or in the *Total* row below.
- **Total row -** This row will display the amounts entered on the “General" tab for each column. The amounts entered on the rows above must equal the amounts in this row. For example, if three rows of income are entered, the total of the three *Income* fields must equal the Income field in this row.

The J/C Change Order Printable Tab

This tab is only available if the *Printable* checkbox on the "General" tab is enabled. It is used to enter information that should appear on the printed change order.

The fields of the J/C Change Order "Printable" tab include:

- **Change Order Text** – For each item that should appear on the printed change order, you can add descriptive text in this field. The contents will word-wrap automatically, so just keep typing as you reach the end of a line.
- **UM/Quantity/Unit Price** - These columns will only be available if the *Enable Unit Price Detail* checkbox is enabled on the “General” tab. If so, you may use these fields to enter unit price detail for the printable change order.
- **Ext. Price** - For each item that should appear on the printed change order, you may enter an extended price amount. The amounts entered in this column will be totaled automatically in the *Total* field. The total of all Ext. Price amounts must equal the total Income indicated on the “General" tab.
- **Total** - This field may not be modified. FOUNDATION will total all amounts entered in the Ext. Price fields and display the results here. The total will also appear on the printed change order. This total must match the total Income indicated on the “General" tab.

Exercise - Create a J/C Activity Report with change orders

THANKS FOR ATTENDING!

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